

**KINGS COUNTY
OCCUPATIONAL OUTLOOK REPORT
and
TRAINING DIRECTORY
for survey years
1996 - 1998**

A Product of
California Cooperative Occupational Information System
(CCOIS)



Sponsored by
Kings County Job Training Office

State of California, Employment Development Department
California Occupational Information Coordinating Committee

ACKNOWLEDGMENTS

Nina Bigley, Project Coordinator
Charlene Wenzel, Research Assistant
Sarah Knudsen, Research Assistant
Lisa Ransdell, Information Technology
John S. Lehn, Kings County Job Training Office Director
Kings County Workforce Development Board
Kings County Board of Supervisors
Labor Market Information Division Research Analyst, Corinthia Duke

Equal Opportunity Employer
Program Auxiliary Aids and Services are available upon request to individuals with disabilities.
TDY Relay 1-800-735-2929

Table of Contents

	Page
<i>Introduction</i>	1
<i>Using the Occupational Outlook Report</i>	2-3
<i>Uses for This Report</i>	3
<i>Terms Used in this Report</i>	4
Occupation	Year
Assemblers and Fabricators - Except Machine, Electrical, Electronic, and Precision	1998 5-6
Automotive Body and Related Repairers	1996 7-8
Automotive Mechanics	1998 9-10
Bill and Account Collectors	1997 11-12
Bus and Truck Mechanics and Diesel Engine Specialists	1997 13-14
Bus Drivers - School	1997 15-16
Butchers and Meat Cutters	1997 17-18
Cannery Workers	1996 19-20
Carpenters	1998 21-22
Cashiers	1998 23-24
Cooks - Restaurant	1997 25-26
Dairy Farm Workers	1996 27-28
Dental Assistants	1997 29-30
Dental Hygienists	1997 31-32
Electricians	1998 33-34
Farm Equipment Mechanics	1998 35-36
File Clerks	1997 37-38
First Line Supervisors and Managers/Supervisors - Sales & Related Occupations	1996 39-40
Food Batchmakers	1997 41-42
Food Service Managers	1997 43-44
Gardeners/Groundskeepers	1996 45-46
General Managers and Top Executives	1998 47-48
General Office Clerks	1998 49-50
Hairdressers, Hairstylists and Cosmetologists	1997 51-52
Hand Packers and Packagers	1998 53-54
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	1998 55-56
Human Service Workers	1996 57-58
Instructional Aides	1998 59-60
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	1996 61-62
Kindergarten Teachers	1996 63-64
Licensed Vocational Nurses	1998 65-66

Maids and Housekeeping Cleaners	1997	67-68
Maintenance Repairers - General Utility	1998	69-70
Medical Assistants	1996	71-72
Nurse Aides	1998	73-74
Nursery Workers	1997	75-76
Painters, Paperhangers - Construction and Maintenance	1998	77-78
Payroll and Timekeeping Clerks	1997	79-80
Personnel, Training and Labor Relations Specialists	1997	81-82
Pharmacists	1996	83-84
Pharmacy Technicians	1997	85-86
Police Patrol Officers	1997	87-88
Preschool Teachers	1996	89-90
Receptionists and Information Clerks	1996	91-92
Recreation Workers	1996	93-94
Registered Nurses	1996	95-96
Salespersons - Retail (Except Vehicle Sales)	1998	97-98
Secretaries, Except Legal and Medical	1998	99-100
Secretaries, Legal	1996	101-102
Secretaries, Medical	1996	103-104
Stock Clerks - Stockroom, Warehouse, Storage Yard	1996	105-106
Systems Analysts - Electronic Data Processing	1998	107-108
Teachers - Secondary School	1997	109-110
Teachers - Special Education	1996	111-112
Tire Repairers and Changers	1997	113-114
Traffic, Shipping, and Receiving Clerks	1996	115-116
Truck Drivers - Heavy or Tractor Trailer	1998	117-118
Truck Drivers, Light - Including Delivery and Route Workers	1996	119-120
<i>Training Directory</i>		121-147
APPENDIX		
<i>Research Methods</i>		148-150
<i>Sample Survey</i>		151-156
<i>Top Ten Occupational Information Resources</i>		157-159
<i>Kings County Area Profile</i>		160
<i>Kings County Wage and Salary Employment by Industry</i>		161

Introduction

Welcome to the 1998 Occupational Outlook Report for Kings County. This annual publication is a product of the California Cooperative Occupational Information System (CCOIS) and a partnership between the Kings County Job Training Office (JTO) and the Labor Market Information Division (LMID) of the California Employment Development Department. The purpose of this publication is to provide information for labor market decisions, including personnel management, career counseling and selection, and vocational training program planning. Questions regarding the information in this report should be directed to the Kings County Job Training Office at (559) 582-9213. Those wishing to obtain this information electronically may access the LMID web site at <http://www.calmis.cahwnet.gov/default.htm>

Information in the Occupational Summaries portion of this report apply specifically to Kings County. The report includes 58 occupational outlook profiles of occupations based on data collected from June, 1996 through January, 1999. The occupations studied were selected based on a variety of criteria, including the needs and interests of local career development and workforce preparation staff. The profiles in this publication do not necessarily constitute a list of demand occupations. Please see "Using the Occupational Outlook Report" and Research Methods (in the appendix) for additional details on this occupational data. Also included is information on services and training programs offered by regional schools and training providers.

While we have made a sincere effort to ensure that the information is accurate and up-to-date, information changes frequently. Occupational outlook information is generally considered to be current for three to four years, depending on the rate of change. If using the training directory, please contact the schools or training providers directly to verify or update the information before making career planning decisions.

Using the Occupational Outlook Report

Before you begin...

The occupational profiles are summaries of key information collected from confidential surveys with several hundred local employers (typically 15 completed surveys per occupation). The information is designed to meet a variety of career and program planning needs. The research methods and sample questionnaire are contained in the appendix of this publication. Data collection runs from June 1996 through January 1999, reflecting minimum wage levels ranging from \$4.25 per hour to the current \$5.75 per hour.

Occupation

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) or Dictionary of Occupational Titles (DOT) titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, May 1992, and the DOT, published by the U.S. Department of Labor, Employment and Training Administration, Fourth Edition, Revised in 1991. The occupations were selected for survey based on the needs of local users of occupational information.

Education, Training and Experience

This category presents the amount and kinds of work experience, education, and skills required by surveyed employers. Also included are typical employer preferences and key personal traits usually present in those working in the occupation.

Wages, Work Patterns and Benefits

The wage data enable comparison of salary ranges across occupations and are not intended to represent official prevailing wages. The ranges and median wages are provided at three levels of skill and experience and as reported by surveyed employers and contacts with labor unions. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative). Benefit information indicates the extent to which employers provide medical insurance and other fringe benefits to full-time and part-time employees.

Hours

The average number of hours worked are reported in each occupational summary. Part time hours were not always reported by employers.

Employment Trends

Employment Trends include data and information in the area of:

- Supply and Demand - The terms presented in this section refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation.
- Occupational Forecast - Occupational size and growth projections based upon data provided by EDD, LMID.

- Annual Growth Rate - The projected number of annual job openings due to a net increase in employment for the periods 1992-1999 for **1996**, 1994-2001 for **1997**, 1995-2002 for **1998**.

Job Skills

This section indicates some of the most important qualifications, including technical skills, physical abilities and flexibility, as reported by surveyed employers. Employers were questioned about the relative importance of approximately 25 desirable qualifications. The survey responses were averaged and weighted by the number of employees. The most desirable qualifications are listed in descending order according to employer responses.

Recruitment Methods

All employers surveyed were asked what methods they primarily used when recruiting for the occupation surveyed. Those results were indicated on each occupational summary.

Uses for this Report

The information in this report can be used by a variety of organizations and individuals for many different purposes:

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages and benefits, labor supply and demand and sources for training.

Program Planning

This report provides local planners and administrators with employment data, training information, placement data, occupation size and projected growth rates. Program planners can use this data to evaluate and improve existing programs, plan new services, or eliminate outdated offerings.

Curriculum Design

Training providers can assess and update their curriculum based upon current employer needs and projected occupational trends indicated in the report.

Economic Development

Government agencies and economic development organizations will find the information on occupational size, expected growth rates and wages useful in determining the potential for business growth and development in our labor market area.

Human Resources Management

Small business owners and large corporate human resources directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and estimate the availability of qualified workers for business expansion or relocation purposes.

Terms Used in this Report

Terms used in this report quantify employer responses to questions regarding the supply demand assessment and experience of job applicants, size of the occupation within Kings County, and projected occupational growth rate for a specified outlook period. Each year's terms vary, according to the year the occupation was surveyed. Categories and definitions are as follows:

Experience of Job Applicants

<u>1996</u>					
All (100%)	Almost All (75-99%)	Most(50-74%)	Many(35-49%)	Some (10-34%)	Few (<10%)
<u>1997</u>					
All (100%)	Almost all (80-99%)	Most (60-79%)	Many (40-59%)	Some (20-39%)	Few (<20%)
<u>1998</u>					
All (100%)	Almost All (80-99%)	Most (60-79%)	Many (40-59%)	Some (20-39%)	Few (<20%)

Supply Demand Assessment

<u>1996</u>			
Very Difficult	Somewhat Difficult	A Little Difficult	Not Difficult
<u>1997</u>			
Very Difficult	Somewhat Difficult	A Little Difficult	Not Difficult
<u>1998</u>			
Very Difficult	Somewhat Difficult	A Little Difficult	Not Difficult

Size of Occupation by Employee

<u>1996</u>				
Small (>37)	Medium (38-75)	Large (76-164)	Very (165>)	Large
<u>1997</u>				
Small (>38)	Medium (39-77)	Large (78-168)	Very (169>)	Large
<u>1998</u>				
Small (>23)	Medium (23<45)	Large (46<99)	Very (100>)	Large

Projected Occupational Growth Rate

<u>1996</u>					
Much Faster than Average (>12.5%)	Faster than Average (8.91-12.14%)	Average (7.29-8.9%)	Slower than Average (<7.28-.05%)	No significant Change (0%+ or -)	Slow Decline (0.01 or less)
<u>1997</u>					
Much Faster than Average (>19.8%)	Faster than Average (14.5-19.7%)	Average (11.8-14.4%)	Slower than Average (<11.8%)	Slow Decline (-0)	
<u>1998</u>					
Much Faster than Average (>15%)	Faster than Average (11-14.99%)	Average (9-10.99%)	Slower than Average (8.99-.01%)	Remain Stable (0%)	Slow Decline (>0)

Occupational Outlook Report

Survey Years
1996 - 1998

Assemblers and Fabricators - Except Machine, Electrical, Electronic, and Precision

Surveyed 1998

DESCRIPTION

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Please include assemblers whose duties are of a nonprecision nature. Please do not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

7 employers responded, 813 employees represented. 88% of surveyed employees are male and 12% are female.
(OES 939560) (DOT 710.381-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All recent hired Assemblers had a high school diploma or the equivalent.

Many employers (43%) sometimes require previous work experience, while 43% never require previous work experience. Few employers usually require previous work experience as an Assembler. Most employers never substitute training for work experience, while some employers sometimes substitute training for work experience.

WAGES AND FRINGE BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$14.20	\$6.50
Experienced/New to Firm:	\$5.75 - \$15.00	\$8.00
3 Years Experience with Firm:	\$6.00 - \$16.80	\$10.00

Almost all employers provided medical insurance and paid vacation. Some employers provide dental and vision insurance, paid sick leave and a retirement plan.

HOURS

Full time employees work an average of 40 hours per week, while part-time employees work 30 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was a little difficult to find experience and qualified employees as well as inexperienced employees. Most of job vacancies occurred due to newly created positions. 94 Assemblers were hired in the last 12 months. Most employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 6.7%

Annual Job Growth: Slower than Average.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must be able to communicate verbally; work independently and as a team; and do repetitive work.

Physical Abilities: Perform strenuous work lifting up to 100 lbs.; possess the stamina to sit or stand for two or more hours and must be able to pass a medical exam.

Other Qualifications: Candidates may be required to work weekends and over-time hours; pay attention to detail; be organized; possess a good driving record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	29%
• Newspaper Ads	57%
• Private Employment Agencies	14%
• Unsolicited Applicants	71%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	43%
• Union Hall Referrals	0%
• Other	29%

Automotive Body and Related Repairers

Surveyed 1996

DESCRIPTION

Automotive Body and Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

7 Employers Responding. (OES 853050) (DOT 807.361-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many recently hired Automotive Body and Related Repairs (54%) have some college but no degree.

Most employers (71%) always require previous work experience. Employers may seek experience in areas such as prep painting, metal technician or auto body repair. Most employers (57%) will never accept training as a substitute for work experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$4.50-\$6.00	\$5.50
Experienced/New to Firm:	\$7.50-10.00	\$10.00
3 Years Experience with Firm:	\$9.50-\$18.00	\$15.00

Almost all surveyed employers offer paid sick leave and paid vacation. Some employers offer medical insurance.

HOURS

Most employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers found it somewhat difficult to find both fully experienced and inexperienced applicants. Newly created positions accounted for 77% of job vacancies. Most firms (57%) expect employment in this field to remain stable over the next three years. Surveyed employers reported 92% of Automotive Body and Related Repairers are male.

Occupational Forecast: 1992 - 1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%
Size: Small

Projected Job Growth Rate: 13.6%

Annual Job Growth: Much Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Ability to work independently and as part of a team; computer skills (understanding of database programs).

Physical Abilities: Ability to lift 10 to 50 pounds.

Other Qualifications: Organizational and time management skills; problem solving skills; ability to pay attention to detail; a vocational certificate in auto body repair is desirable.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	43%
• Newspaper Ads	29%
• Private Employment Agencies	14%
• Unsolicited Applicants	71%
• In-House Promotions or Transfers	14%
• Public Schools or Program Referrals	14%
• Private School Referrals	0%
• Employment Development Department	29%

Automotive Mechanics

Surveyed 1998

DESCRIPTION

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. This may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Please do not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

15 employers responded, 55 employees represented. 100% of surveyed employees are male.

(OES 853020) (DOT 620.261-030)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most recently hired Auto Mechanics had a high school diploma or the equivalent. Some had college units but no post-secondary degree. All employers report requiring some form of mechanic certification in areas such as smog, transmission, radiators, etc.

Many employers (47%) usually require previous work experience, while 27% state they sometimes require previous work experience. The other 27% report they always require previous work experience. Many employers report they never substitute work experience for training. 33% report they sometimes substitute training for work experience. 13% reported they usually substitute training for work experience.

WAGES AND FRINGE BENEFITS

No union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.50	\$5.75
Experienced/New to Firm:	\$6.25 - \$18.00	\$8.00
3 Years Experience with Firm:	\$8.00 - \$20.00	\$16.00

All employers provided paid vacation. Most employers provided medical insurance. Some employers provided dental, vision, life insurance and a retirement plan.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 20 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was very difficult to find fully experienced and qualified employees. Inexperienced employees were reported to be somewhat difficult to find. Most of the job vacancies occurred due to employee turnover. Eight Auto Mechanics were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 5.9%

Annual Job Growth: Slower than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar and spelling skills, be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Perform strenuous work lifting up to 100 lbs. and have the stamina to stand two or more hours at a time.

Other Qualifications: Candidates must be able to: pass a drug test; have a good driving record; work overtime and weekends; pay attention to detail; able to problem solve; organize and manage their time.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	40%
• Newspaper Ads	73%
• Private Employment Agencies	0%
• Unsolicited Applicants	47%
• In-House Promotions or Transfers	7%
• Public Schools or Program Referrals	0%
• Private School Referrals	13%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Other	

Bill and Account Collectors

Surveyed 1997

DESCRIPTION

Bill and Account Collectors locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Their duties include receiving payment and posting amounts to customer's account; sending statements to the credit department if the customer fails to respond, initiating repossession proceedings or service disconnections, and keeping records of collection and status of accounts. Please do not include collectors of money from coin boxes.

11 employers responding, 32 employees represented. 75% of surveyed employees are female.
(OES 535080) (DOT 241.367-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all Bill and Account Collectors have a high school diploma or the equivalent.

Many employers usually require previous work experience. 45% of employers usually accept training as a substitute for work experience. Employers may require previous work experience in bookkeeping, collections, or customer service.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00-\$15.00	\$7.00
Experienced/New to Firm:	\$5.00-\$15.00	\$8.00
3 Years Experience with Firm:	\$7.00-\$18.00	\$11.25
<u>Union</u>		
Entry Level/No Experience:	\$6.00	\$6.00
Experienced/New to Firm:	\$6.00	\$6.00
3 Years Experience with Firm:	\$8.00	\$8.00

Almost all surveyed employers provide dental insurance, paid sick leave. All provided medical insurance and paid vacation while some surveyed employers also offered life and vision insurance, and a retirement plan. A few offered part time employees medical, dental, and life insurance as well as paid sick leave, paid vacation and a retirement plan.

HOURS

Almost all surveyed employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Most employers found it somewhat difficult to find fully experienced and inexperienced applicants. New positions and employee turnover accounted for all job vacancies. Six Bill and Account Collectors were hired in the last twelve months. Almost all employers expect employment to remain stable over the next three years.

Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Small

Projected Job Growth Rate: 21.0%

Annual Job Growth: Much Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Record keeping skills; organizational and time management skills; attention to detail; problem solving skills; ability to work under pressure.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	73%
• Newspaper Ads	82%
• Private Employment Agencies	9%
• Unsolicited Applicants	18%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	9%
• Employment Development Department	0%
• Union Hall Referrals	0%

Bus and Truck Mechanics and Diesel Engine Specialists

Surveyed 1997

DESCRIPTION

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses and all types of diesel engines. Please include mechanics working primarily with automobile diesel engines.

10 employers responding, 30 employees represented. This is a non-traditional occupation. 100% of surveyed Bus and Truck Mechanics and Diesel Engine Specialists are male.

(OES 853110) (DOT 625.281-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All surveyed Bus and Truck Mechanics and Diesel Engine Specialists have a high school diploma or the equivalent.

Many employers always (50%) require previous work experience. Many employers sometimes accept training as a substitute for work experience. Employers may seek previous experience as a Diesel Mechanic or Journeyman.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.00-\$8.50	\$7.00
Experienced/New to Firm:	\$6.00-\$12.00	\$8.50
3 Years Experience with Firm:	\$9.00-\$13.50	\$12.25
<u>Union</u>		
Entry Level/No Experience:	\$12.12	\$12.12
Experienced/New to Firm:	\$10.02-\$13.75	\$12.35
3 Years Experience with Firm:	\$11.48-\$15.17	\$12.62

Almost all surveyed employers offer paid sick leave and all offer medical insurance and paid vacation. Most offer dental insurance and many offer vision insurance and a retirement plan.

HOURS

All surveyed employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Almost all employers reported it was somewhat difficult to find fully experienced and qualified applicants. Most employers found it somewhat difficult to find inexperienced applicants. Employee turnover accounted for 86% of job vacancies. Seven Bus and Truck Mechanics and Diesel specialists were hired in the last twelve months. Most employers expect employment to remain stable over the next three years.

Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Small

Projected Job Growth Rate: 15.2%

Annual Job Growth: Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Ability to work independently; ability to work as part of a team.

Physical Abilities: Ability to lift at least 100 lbs.; ability to do strenuous, physically demanding work.

Flexibility: Willingness to participate in drug testing.

Other Qualifications: Organizational and time management skills; attention to detail; ability to work under pressure; possess good DMV driving record.

EMPLOYER RECRUITMENT METHODS

- Employee Referrals 60%
- Newspaper Ads 60%
- Private Employment Agencies 20%
- Unsolicited Applicants 40%
- In-House Promotions or Transfers 50%
- Public Schools or Program Referrals 10%
- Private School Referrals 0%
- Employment Development Department 10%
- Union Hall Referrals 10%

Bus Drivers - School

Surveyed 1997

DESCRIPTION

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils.

7 employers responding, 61 employees represented. 62% of surveyed employees are female.

(OES 971110) (DOT 913.463-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All school bus drivers have a high school diploma or the equivalent. All employers require a school bus driving certificate.

Many employers sometimes require previous work experience and will sometimes accept training as a substitute for experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$9.71 - \$9.79	\$9.75
Experienced/New to Firm:	\$9.71-\$11.35	\$10.74
3 Years Experience with Firm:	\$10.74-\$12.51	\$11.52
<u>Union</u>		
Entry Level/No Experience:	\$9.54-\$9.62	\$9.56
Experienced/New to Firm:	\$9.54-\$10.88	\$9.71
3 Years Experience with Firm:	\$10.15-\$11.20	\$11.01

Almost all surveyed employers offer medical, dental and vision insurance as well as paid sick leave and a retirement plan. Most offer paid vacation and many offer life insurance. A few surveyed employers offer part time employees medical, dental, vision and life insurance while many offer paid sick leave, paid vacation and a retirement plan.

HOURS

Many surveyed employees work part time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Many employers found it somewhat difficult to find fully experienced and qualified applicants as well as inexperienced applicants. Employee turnover accounted for 73% of job vacancies. Eleven school bus drivers were hired in the last twelve months. Many employers expect employment to remain stable over the next three years.

Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Small

Projected Job Growth Rate: 2.9%

Annual Job Growth: Slower Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Verbal communication skills; ability to work independently; ability to perform routine, repetitive work.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to lift at least 50 lbs.; ability to sit continuously for 2 or more hours.

Flexibility: Willingness to work temporary or seasonal; willingness to participate in drug testing; willingness to work part-time.

Other Qualifications:

Record keeping skills; organizational and time management skills; attention to detail; problem solving skills; ability to handle crisis situations; trained in CPR and first aid techniques; possess good DMV driving record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	71%
• Newspaper Ads	71%
• Private Employment Agencies	0%
• Unsolicited Applicants	0%
• In-House Promotions or Transfers	43%
• Public Schools or Program Referrals	29%
• Private School Referrals	14%
• Employment Development Department	14%
• Union Hall Referrals	0%

Butchers and Meat Cutters

Surveyed 1997

DESCRIPTION

Butchers and Meat Cutters cut, trim and prepare carcasses and consumer-sized portions of meat for sale or for use in food service establishments. This occupation does not include butchers working in slaughtering.

6 employers responding, 52 employees represented. This is a non-traditional occupation. 8% of surveyed employees are female.
(OES 650230) (DOT 316.684-018)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All Butchers and Meat Cutters have a high school diploma or the equivalent.

Many employers usually require previous work experience. Some employers usually accept training as a substitute for work experience. Employers may look for experience in meat cutting, butchering and retail.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00-\$8.00	\$6.48
Experienced/New to Firm:	\$5.50-\$10.00	\$8.50
3 Years Experience with Firm:	\$5.50-\$14.00	\$11.00
<u>Union</u>		
Entry Level/No Experience:	No Union Wages	
Experienced/New to Firm:	Were Reported.	
3 Years Experience with Firm:		

Almost all surveyed employers offer paid sick leave, medical insurance, dental insurance and vision insurance while all offer paid vacation. Many offer life insurance and a retirement plan.

HOURS

Most surveyed employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Many responding employers found it somewhat difficult to find fully experienced and qualified applicants. Most employers found it a little difficult to find inexperienced applicants. Job promotions accounted for all reported vacancies. Two butchers and meat cutters were hired in the last twelve months. All employers expect employment to remain stable over the next twelve months.

Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Medium

Projected Job Growth Rate: 4.9%

Annual Job Growth: Slower Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to lift at least 100 lbs.; ability to do strenuous, physically demanding work; ability to stand continuously for 2 or more hours.

Flexibility: Willingness to work nights; willingness to work weekends.

Other Qualifications: Record keeping skills; organizational and time management skills; attention to detail.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	100%
• Newspaper Ads	33%
• Private Employment Agencies	17%
• Unsolicited Applicants	33%
• In-House Promotions or Transfers	17%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	0%
• Union Hall Referrals	0%

Cannery Workers

Surveyed 1996

DESCRIPTION

Cannery Workers perform any variety of routine tasks in canning, freezing, preserving or packing food products. Their duties may include sorting, grading, washing, peeling, trimming or slicing agricultural produce.

4 Employers Responding (OES 939350) (DOT 529.686-014)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most recently hired Cannery Workers (92%) have a High School Diploma or the equivalent.

Employers may seek experience in sorting, manufacturing, cannery work, or production line work. Most firms (75%) will sometimes accept training as a substitute for experience.

WAGES AND FRINGE BENEFITS

<u>Union and Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.50-\$7.57	\$7.31
Experienced/New to Firm:	\$6.50-\$7.57	\$7.31
3 Years Experience with Firm:	\$7.47-\$9.57	\$8.33

Most surveyed employers offer medical insurance, dental insurance, life insurance and a retirement plan. Some offer paid vacation.

HOURS

Most employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Most employers (50%) had no difficulty finding fully experienced and qualified applicants. Employers reported it was a little difficult to find inexperienced applicants. Temporary positions accounted for 100% of job vacancies over the last twelve months. Half of the responding firms expect employment in this occupation to remain stable, while the other half expect employment to grow over the next three years. Surveyed employers reported that 70% of Cannery Workers are female.

Occupational Forecast: 1992 - 1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%

Size: Very Large

Projected Job Growth Rate: 19.0%

Annual Job Growth: Much Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Ability to perform basic mathematical calculations; ability to work as part of a team; ability to perform routine tasks.

Physical Abilities: Ability to lift between 10 to 50 pounds; ability to stand continuously for 2 or more hours.

Other Qualifications: Good eye/hand coordination skills; ability to pay attention to detail; willingness to work nights, weekends and overtime.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	75%
• Newspaper Ads	50%
• Private Employment Agencies	0%
• Unsolicited Applicants	25%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	50%

Carpenters

Surveyed 1998

DESCRIPTION

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Please do not include Cabinet makers and Bench Carpenters.

6 employers responded, 23 employees represented. 100% of surveyed employees are male.

(OES 871020) (DOT 860.381-022)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all recently hired Carpenters had a high school diploma or the equivalent. A few had less than a high school education.

Many employers (50%) sometimes require previous work experience, while 33% usually require work experience as a Carpenter. 17% reported they always require previous work experience. All employers reported they never substitute training for work experience.

WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.00	\$5.75
Experienced/New to Firm:	\$7.00 - \$10.00	\$7.75
3 Years Experience with Firm:	\$8.50 - \$15.50	\$14.50

All employers provided medical insurance and paid vacation. Many employers provide a retirement plan. No other fringe benefits were reported.

HOURS

Full-time employees work an average of 40 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was somewhat difficult to find experienced and qualified employees as well as inexperienced employees. Some of job vacancies occur due to either promotions, employee turnover or the opening of new positions. Three Carpenters were hired within the last 12 months. Almost all employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 0%

Annual Job Growth: Remain Stable

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling and math skills; be able to communicate both verbally and in writing; work independently and as a team.

Physical Abilities: Perform strenuous work lifting up to 50 lbs. A drug test is usually required and employees should possess the stamina to stand for two or more hours at a time.

Other Qualifications: Candidates must possess a good DMV record and be able to: handle crisis and work under stress; organize their time; be able to plan and organize their work and pay attention to detail.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	33%
• Newspaper Ads	33%
• Private Employment Agencies	0%
• Unsolicited Applicants	50%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	17%
• Employment Development Department	17%
• Union Hall Referrals	17%
• Other	

Cashiers

Surveyed 1998

DESCRIPTION

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

15 employers responded, 385 employees represented. 77% of surveyed employees are female and 23% are male.
(OES 490230) (DOT 211.462-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Some recently hired Cashiers had a high school diploma or the equivalent. Most had less than a high school diploma and no Cashiers were reported to have college credits or higher.

Many employers (53%) sometimes require previous work experience, while 40% reported they never require previous work experience as a Cashier. Few reported they usually require work experience. Many employers reported they sometimes or never will substitute training for work experience. Few employers usually substitute training for work experience.

WAGES AND FRINGE BENEFITS

No union wages are reported

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$6.25	\$5.75
Experienced/New to Firm:	\$5.75 - \$7.00	\$5.75
3 Years Experience with Firm:	\$6.00 - \$8.50	\$7.00

Almost all employers provided medical insurance and paid vacation. Most employers paid sick leave. Some employers provide dental insurance while few employers provide vision and life insurance or a retirement plan.

HOURS

Full-time employees work an average of 40 hours per week, while part-time employees work an average of 22 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was a little difficult to find experienced employees and inexperienced employees. Almost all job vacancies occurred due to employee turnover. 197 Cashiers were hired in the last 12 months. All employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 11.1%

Annual Job Growth: Faster than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling and basic math skills; be able to communicate verbally and in writing; ability to work independently and with a team; ability to do repetitive work.

Physical Abilities: Possess the stamina to stand for two or more hours and be able to lift 10 lbs.

Other Qualifications: Candidates must be able to: work part-time and some over-time hours; work with multi-cultural groups; keep detailed records; manage time and organize work; handle crisis and be a problem solver.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	40%
• Newspaper Ads	27%
• Private Employment Agencies	0%
• Unsolicited Applicants	73%
• In-House Promotions or Transfers	13%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	7%
• Union Hall Referrals	0%
• Other	0%

Cooks - Restaurant

Surveyed 1997

DESCRIPTION

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

13 employers responding, 200 employees represented. 51% of surveyed employees are female.

(OES 650260) (DOT 313.361-014)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most employees have a high school diploma or the equivalent.

Many employers sometimes require previous work experience, and will sometimes accept experience as a substitute for work experience. Employers may look for experience as fry cook, prep cook, or chef.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00-\$6.25	\$5.00
Experienced/New to Firm:	\$5.00-\$8.00	\$5.25
3 Years Experience with Firm:	\$5.50-\$13.00	\$6.50
<u>Union</u>		
Entry Level/No Experience:	No responding	
Experienced/New to Firm:	employers	
3 Years Experience with Firm:	reported union	
	wages.	

Almost all surveyed employers offer medical insurance. Most offer paid vacation and some offer dental insurance and life insurance. A few surveyed employers offer part time employees medical insurance, life insurance, paid sick leave and paid vacation.

HOURS

Most surveyed employees work part time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Most employers found it very difficult to find fully experienced and qualified applicants. May employers found it somewhat difficult to find inexperienced applicants. Employee turnover accounted for 70% of job vacancies. 115 cooks were hired in the last twelve months. Most employers expect employment to remain stable over the next three years.

Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Large

Projected Job Growth Rate: 5.2%

Annual Job Growth: Much Slower Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: English grammar and spelling; writing skills; verbal communication skills; ability to work as part of a team; ability to perform routine tasks.

Physical Abilities: Ability to lift at least 10 lbs.; ability to stand continuously for 2 or more hours.

Flexibility: Willingness to work nights; willingness to work weekends; willingness to work part-time; willingness to work on-call.

Other Qualifications: Attention to detail; problem solving skills; ability to handle crisis situations.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	62%
• Newspaper Ads	77%
• Private Employment Agencies	8%
• Unsolicited Applicants	38%
• In-House Promotions or Transfers	46%
• Public Schools or Program Referrals	0%
• Private School Referrals	8%
• Employment Development Department	8%
• Union Hall Referrals	0%

Dairy Farm Workers

Surveyed 1996

DESCRIPTION

Dairy Farm Workers herd cows from milking parlor to pasture; wash and spray cows with water, insecticides, and repellents; milk cows by hand and by using milk machines; examine cows, administer prescribed treatments, and report health problems to supervisor; weigh, load, mix and distribute feed; and clean, sterilize, and maintain milk containers and equipment.

18 Employers Responding (OES 410684999) (DOT 529.686-026)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most recently hired Dairy Farm Workers (55%) have less than a high school education.

Most employers (56%) usually require previous work experience. Employers look for experience in areas such as milker, feeder, herdsman, and farm hand. Most (56%) will sometimes accept training as a substitute for work experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$4.89-\$8.45	\$6.59
Experienced/New to Firm:	\$5.52-\$9.21	\$6.94
3 Years Experience with Firm:	\$5.52-\$11.51	\$7.46

Most surveyed employers offer medical insurance and paid vacation. Some offer life insurance, dental insurance and paid sick leave, while a few offer vision insurance and a retirement plan.

HOURS

Most employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Most employers (50%) found it somewhat difficult to find fully experienced and qualified applicants. Employers experienced no difficulty finding inexperienced applicants. Most job vacancies were created by employee turnover. Most firms (83%) expect employment in this field to remain stable over the next three years. Surveyed employers reported 100% of Dairy Farm Workers are male.

Occupational Forecast: 1992 - 1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%

Size: Very Large*

Projected Job Growth Rate: Not Available

Annual Job Growth: Remains Stable*

*Developed from local surveys. Not Employment Development Department Data

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Ability to work independently and as part of a team; ability to perform routine tasks; knowledge of automated milking and feeding processes.

Physical Abilities: Ability to lift at least 50 pounds; ability to do strenuous work; ability to stand continuously for 2 or more hours.

Other Qualifications: A willingness to work nights, weekends, overtime and on-call; ability to work under pressure and handle crisis situations.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	94%
• Newspaper Ads	6%
• Private Employment Agencies	6%
• Unsolicited Applicants	33%
• In-House Promotions or Transfers	11%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	28%

Dental Assistants

Surveyed 1997

DESCRIPTION

Dental Assistants assist the Dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

13 employers responding. 34 employees represented 100% of surveyed employees are female.

(OES 660020) (DOT 079.361-018)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all Dental Assistants have some college but no degree. Most employers hire Dental Assistants that have attended a vocational college. Almost all employers require that Dental Assistants possess a State of California Licensure as a Registered Dental Assistant.

Many employers usually require previous work experience as a Dental Assistant. Most employers will sometimes accept training as a substitute for experience

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00 - \$10.00	\$7.00
Experienced/New to Firm:	\$6.00 - \$10.00	\$9.00
3 Years Experience with Firm:	\$7.50 - \$15.00	\$11.00
<u>Union</u>		
Entry Level/No Experience:	No responding employers reported Union Wages	
Experienced/New to Firm:		
3 Years Experience with Firm:		

All surveyed employers offer paid vacation and almost all offer paid sick leave. Many offer medical and dental insurance as well as a retirement plan.

HOURS

Most surveyed employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Many employers found it somewhat difficult to find fully experienced and inexperienced applicants. Employee turnover accounted for 80% of job vacancies. Ten Dental Assistants were hired in the last twelve months. Almost all employers expect employment to remain stable over the next three.

Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Medium

Projected Job Growth Rate: 22.6%

Annual Job Growth: Much Faster than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: English grammar and spelling; writing skills; verbal communication skills; ability to work independently; ability to work as part of a team.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours

Other Qualifications: Record keeping skills; organization and time management skills; attention to detail; problem solving skills; ability to work under pressure; ability to handle crisis situations; trained in CPR and first aid techniques.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	45%
• Newspaper Ads	75%
• Private Employment Agencies	8%
• Unsolicited Applicants	0%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	17%
• Private School Referrals	33%
• Employment Development Department	0%
• Union Hall Referrals	0%

Dental Hygienists

Surveyed 1997

DESCRIPTION

Dental Hygienists perform dental prophylactic treatments and instruct individuals in the care of the teeth and mouth.

14 employers responding, 25 employees represented. 96% of surveyed employees are female.

(OES 329080) (DOT 078.361-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all Dental Hygienists have an Associate Degree. All employers require that dental hygienists possess a State of California Licenser as a Registered Dental Hygienist.

Many employers will sometimes require previous work experience as a Dental Hygienist. Many employers will always accept training as a substitute for work experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>
Entry Level/No Experience:	\$20.00 - \$20.00
Experienced/New to Firm:	\$30.00 - \$35.00
3 Years Experience with Firm:	\$35.00 - \$50.00

<u>Union</u>	
Entry Level/No Experience:	No Union Wages were reported.
Experienced/New to Firm:	
3 Years Experience with Firm:	

Almost all surveyed employers offer paid vacation. Most offer dental insurance. Many offer medical insurance and paid sick leave. Some offer a retirement plan.

HOURS

Dental hygienists hours vary from 8 to 40 hours per week, with an average of 25 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Many employers found it somewhat difficult to find fully experienced and qualified applicants. Some employers found it somewhat difficult to find inexperienced applicants as well. Employee turnover accounted for 75% of job vacancies. Four Dental Hygienists were hired in the last twelve months. Almost all employers expect employment to remain stable over the next three years.

Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Small

Projected Job Growth Rate: 23.5%

Annual Job Growth: Much Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; Ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours.

Flexibility: Willingness to work part-time.

Other Qualifications: Record keeping skills; Organizational and time management skills; attention to detail; problem solving skills; ability to work under pressure; ability to handle crisis situations.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	54%
• Newspaper Ads	85%
• Private Employment Agencies	0%
• Unsolicited Applicants	15%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	31%
• Private School Referrals	31%
• Employment Development Department	0%
• Union Hall Referrals	0%

Electricians

Surveyed 1998

DESCRIPTION

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Please include Protective Signal Installers and Repairers and Street Light Services.

Six employers responded, 31 employees represented. 100% of surveyed employees are male.

(OES 872020) (DOT 824.261-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All recently hired Electricians had a high school diploma or the equivalent. One had an Associates degree.

Most employers (67%) usually require previous work experience. 17% reported they sometimes or always require previous work experience. Many employers Never accept training as a substitute for work experience. Some employers sometimes accept training as a substitute, while few usually will accept training as a substitute for training.

WAGES AND FRINGE BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$15.00	\$9.18
Experienced/New to Firm:	\$8.00 - \$18.00	\$10.50
3 Years Experience with Firm:	\$13.11 - \$25.00	\$15.75

All employers provided medical and dental insurance, paid sick leave and vacation. Many provided vision insurance and a retirement plan.

HOURS

Full time employees work an average of 40 hours per week. There were no part-time employees reported.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was somewhat difficult to find fully experienced and qualified employees as well as inexperienced employees. All job vacancies were due to the creation of new positions. Two Electricians were hired in the last 12 months. Most employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Large

Projected Job Growth Rate: 0%

Annual Job Growth: Remain Stable

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must be able to: Work independently; communicate verbally in writing, and have good grammar.

Physical Abilities: Possess the stamina to stand or sit for two or more hours at a time; lift up to 50 lbs.; pass a medical exam and drug test.

Other Qualifications: Candidates must be able to work over-time hours, on-call, weekends and nights.; have a good driving record, be a problem solver; pay attention to detail and keep records.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	33%
• Newspaper Ads	67%
• Private Employment Agencies	0%
• Unsolicited Applicants	67%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	17%
• Union Hall Referrals	0%
• Other	0%

Farm Equipment Mechanics

Surveyed 1998

DESCRIPTION

Farm Equipment Mechanics maintain, repair, and overhaul farm machinery and vehicles, such as tractors, harvesters, and irrigation systems. They may repair dairy equipment. Please do not include Bus and Truck Mechanics and Diesel Engine Specialists.

11 employers responded, 75 employees represented. 100% of surveyed employees are male.

(OES 853210) (DOT 624.281-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all recently hired Farm Equipment Mechanics had a high school diploma or the equivalent. A few had college but no degree. A few had less than a high school education. Almost all employers required training as a diesel mechanic.

Most employers (73%) usually require work experience, while few always or sometimes require work experience. Many employers sometimes allow training as a substitute for work experience. Some employers report they never allow training a substitute for experience, while few usually substitute training for work experience.

WAGES AND FRINGE BENEFITS

No Union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.50	\$7.00
Experienced/New to Firm:	\$6.50 - \$12.00	\$8.00
3 Years Experience with Firm:	\$7.00 - \$18.00	\$12.00

All employers provide paid vacation, while almost all provide medical insurance. Most employers provide paid sick leave. Some employers provide dental, vision and life insurance, paid sick leave and a retirement plan.

HOURS

Full-time employees work and average of 43 hours per week while part-time employees work 20 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was a little difficult to find experienced, qualified employees as well as inexperienced employees. Many job vacancies occurred due to employee turnover and replacement of temporary positions. Nine Farm Equipment Mechanics were hired in the last 12 months. All employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: No data available.

Projected Job Growth Rate: No data available.

Annual Job Growth: No data available.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must be able to: Work independently and as a team; do repetitive work; communicate verbally in English and know basic math.

Physical Abilities: Perform strenuous work lifting up to 50 lbs.; be able to pass a medical exam and drug test; stand for two or more hours at a time.

Other Qualifications: Candidates must possess a good DMV record and be able to: work flexible schedules with over-time and week-end hours as needed; handle crisis; be able to solve problems and pay attention to detail.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	64%
• Newspaper Ads	91%
• Private Employment Agencies	0%
• Unsolicited Applicants	64%
• In-House Promotions or Transfers	18%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	27%
• Union Hall Referrals	0%
• Other	0%

File Clerks

Surveyed 1997

DESCRIPTION

File Clerks file correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used, and locate and remove material from files when requested. They may be required to classify and file new material.

8 employers responding, 38 employees represented. 100% of surveyed employees are female.

(OES 553210) (DOT 206.387-034 206.367-014)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many file clerks have a high school diploma or the equivalent.

Most employers sometimes require previous work experience and will sometimes accept training as a substitute for experience. Employers may look for experience as a clerk, office aide, and clerical assistant. Employers may also require a typing certificate, or a clerical education class.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00-\$9.00	\$5.23
Experienced/New to Firm:	\$5.00-\$12.00	\$5.52
3 Years Experience with Firm:	\$5.00-\$15.50	\$6.50
<u>Union</u>		
Entry Level/No Experience:	\$7.50	\$7.50
Experienced/New to Firm:	\$8.50	\$8.50
3 Years Experience with Firm:	\$10.50	\$10.50

Almost all surveyed employers offer paid vacation, while all offer medical insurance and paid sick leave. Most offer a retirement plan, vision insurance and dental insurance. Many offer life insurance. A few employers offer part time employees medical, dental, vision and life insurance as well as paid sick leave and paid vacation. Some offer part time employees a retirement plan.

HOURS

Most surveyed employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Many employers reported it was a little difficult to find fully experienced and qualified applicants. Some employers reported it was also a little difficult to find inexperienced applicants. Promotions and employee turnover accounted for 86% of job vacancies. Seven file clerks were hired in the last twelve months. Most employers expect employment to remain stable over the next three years.

Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Small

Projected Job Growth Rate: -2.6%

Annual Job Growth: Slow Decline

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to sit for 2 or more hours

Other Qualifications: Record keeping skills; attention to detail.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	38%
• Newspaper Ads	75%
• Private Employment Agencies	13%
• Unsolicited Applicants	50%
• In-House Promotions or Transfers	25%
• Public Schools or Program Referrals	38%
• Private School Referrals	13%
• Employment Development Department	25%
• Union Hall Referrals	0%

First Line Supervisors and Manager/Supervisors - Sales and Related Occupations

Surveyed 1996

DESCRIPTION

First Line Supervisors and Managers in Sales and Related Occupations directly supervise and coordinate activities of marketing, sales, and related workers. Working proprietors, in addition to their supervisory duties, may perform management functions, such as budgeting, accounting, marketing, and personnel work.

10 Employers Responding (OES 410020) (DOT 299.137-022)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most recently hired First Line Supervisors and Managers/Supervisors have some college but no degree.

Many employers (40%) sometimes require work experience. Employers may seek experience in areas such as retail, general management, or cashiering. All employers (100%) will accept training as a substitute for work experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00-\$14.38	\$5.98
Experienced/New to Firm:	\$6.00-\$14.38	\$6.28
3 Years Experience with Firm:	\$6.10-\$17.26	\$10.09

Almost all surveyed employers offer medical insurance, dental insurance, vision insurance and paid vacation. Most offer life insurance and paid sick leave and a retirement plan.

HOURS

Most employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Many employers found it very difficult to find both fully experienced and inexperienced applicants. New job growth accounted for 72% of job vacancies. Most firms (60%) expect employment in this field to remain stable over the next three years. Surveyed employers reported 51% of First Line Supervisors and Managers are male.

Occupational Forecast: 1992 - 1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%

Size: Very Large

Projected Job Growth Rate: 15.2%

Annual Job Growth: Much Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Verbal communication skills; ability to perform basic mathematical calculations; ability to work independently and as part of a team; record keeping skills; knowledge of personal computers; organizational and time management skills; effective problem solving skills; supervisory skills; ability to plan and organize the work of others.

Physical Abilities: None reported.

Other Qualifications: Ability to work under pressure; willingness to work weekends and nights.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	40%
• Newspaper Ads	50%
• Private Employment Agencies	0%
• Unsolicited Applicants	20%
• In-House Promotions or Transfers	40%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	30%

Food Batchmakers

Surveyed 1997

DESCRIPTION

Food Batchmakers set up and operate equipment that mixes, blends, or cooks ingredients used in manufacturing of food products according to formulas or recipes. They may modify or reformulate recipes to produce products of specific flavor, texture, and color. Include such occupations as Candy Makers, Almond Pates Mixers, Cheesemakers, Flavoring Compounders, and Honey Graders and Blenders. This occupation requires at least one year (and often more) of training or experience.

3 employers responding, 51 employees represented. This is a non-traditional occupation. 8% of surveyed employees are female.
(OES 898080) (DOT 529.361-018)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All Food Batchmakers have a high school diploma or the equivalent.

Some employers usually require previous work experience. Some employers will sometimes accept training as a substitute for work experience. Employers may seek experience in cheesemaking, or previous factory work.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$10.00-\$11.10	\$10.55
Experienced/New to Firm:	\$10.00-\$11.10	\$10.00
3 Years Experience with Firm:	\$11.00-\$15.85	\$13.00

<u>Union</u>	
Entry Level/No Experience:	In order to
Experienced/New to Firm:	ensure
3 Years Experience with Firm:	confidentiality,
	wage information
	includes union
	and non-union
	wages.

All surveyed employers offer medical, dental and vision insurance as well as paid vacation. Most offer life insurance, paid sick leave and a retirement plan.

HOURS

All surveyed Food Batchmakers work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Most employers found it somewhat difficult to find fully experienced and qualified applicants. Most employers had a little difficulty finding inexperienced employees. Employee turnover and promotions accounted for all job vacancies. Two Food Batchmakers were hired in the last twelve months. Most employers expect employment to remain stable over the next three years.

Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Small

Projected Job Growth Rate: 0%

Annual Job Growth: Remain Stable

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Verbal communication skills; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to lift at least 50 lbs.; ability to do strenuous, physically demanding work; ability to stand continuously for 2 or more hours.

Flexibility: Willingness to work nights; willingness to work weekends.

Other Qualifications: Recordkeeping skills; attention to detail; ability to work under pressure.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	0%
• Newspaper Ads	33%
• Private Employment Agencies	0%
• Unsolicited Applicants	100%
• In-House Promotions or Transfers	33%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	33%
• Union Hall Referrals	33%

Food Service Managers

Surveyed 1997

DESCRIPTION

Food Service Managers plan, organize, direct, control, or coordinate activities of organizations or departments that serve food and/or beverages. This includes Food and Beverage Directors.

10 employers responding. 34 employees represented. 65% of surveyed employees are female.

(OES 150261) (DOT 187.167-106)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most food service managers have a high school diploma or some college, but no degree.

Many employers always require work experience. Many will usually accept training as a substitute for experience. Employers may look for experience in management or nutrition.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00 - \$14.21	\$6.25
Experienced/New to Firm:	\$5.00 - \$14.92	\$6.50
3 Years Experience with Firm:	\$6.00 - \$19.18	\$8.79
<u>Union</u>		
Entry Level/No Experience:	No responding	
Experienced/New to Firm:	employers	
3 Years Experience with Firm:	reported union	
	wages.	

All surveyed employers offer paid vacation and almost all offer medical insurance. Most offer paid sick leave and dental insurance and some offer vision insurance and a retirement plan.

HOURS

All surveyed employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Most employers found it very difficult to find fully experienced applicants. Many found it somewhat difficult to find inexperienced applicants. Employee turnover accounted for 92% of job vacancies. Thirteen food service managers were hired in the last twelve months. Most employers expect employment to remain stable over the next three years.

Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Large

Projected Job Growth Rate: 23.6%

Annual Job Growth: Much Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Flexibility: Willingness to work nights; willingness to work weekends; willingness to work on-call; willingness to work overtime.

Other Qualifications: Multi-cultural familiarity; record keeping skills; organizational and time management skills; attention to detail; problem solving skills; supervisory skills; ability to plan and organize the work of others; ability to handle crisis situations.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	50%
• Newspaper Ads	50%
• Private Employment Agencies	0%
• Unsolicited Applicants	20%
• In-House Promotions or Transfers	50%
• Public Schools or Program Referrals	20%
• Private School Referrals	10%
• Employment Development Department	0%
• Union Hall Referrals	0%

Gardeners/Groundskeepers

Surveyed 1996

DESCRIPTION

Gardeners/Groundskeepers maintain grounds of public or private property, using hand/power tools or equipment. They may perform any combination of tasks, such as mowing, trimming, planting, watering, fertilizing, digging, raking, and sweeping. Additional duties may include minimal care and upkeep of buildings and equipment. They may plan and execute small-scale landscaping operations. They may dig and prepare graves. This occupation does not include Groundskeepers who disseminate information to the public and patrol public parks to enforce rules and regulations and to detect fires.

9 Employers Responding (OES 790300) (DOT 406.684-014)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All recently hired Gardeners, and Groundskeepers (100%) have a high school diploma or equivalent.

Many employers (44%) sometimes require previous work experience. Employers may seek experience in areas such as landscaping, maintenance work, or gardening. Most employers (67%) will sometimes accept training as a substitute for experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$8.00-\$10.06*	\$9.10
Experienced/New to Firm:	\$8.00-\$13.69*	\$9.15
3 Years Experience with Firm:	\$9.89-\$16.42*	\$10.71

*Unionized
employees
represented

Almost all surveyed employers offer medical insurance, dental insurance, vision insurance, life insurance, paid sick leave, paid vacation and a retirement plan. Some employers offer part time employees medical insurance, dental insurance, vision insurance, paid sick leave, paid vacation and a retirement plan.

HOURS

Most employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers found it a little difficult to find both fully experienced and inexperienced applicants. Newly created positions accounted for 45% of new employment opportunities. Most firms (56%) expect employment in this field to remain stable over the next three years. Surveyed employers reported 98% of Gardeners and Groundskeepers are male.

Occupational Forecast: 1992 - 1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%
Size: Large

Projected Job Growth Rate: 5.0%

Annual Job Growth: Slower Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Good English grammar and spelling skills; ability to perform basic mathematical calculations; knowledge of irrigation systems; ability to work independently and as part of a team; ability to perform routine tasks.

Physical Abilities: Ability to lift 50 pounds; ability to stand continuously for 2 or more hours.

Other Qualifications: Attention to detail; organizational and time management skills; effective problem solving skills; ability to handle crisis situations and work under pressure.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	22%
• Newspaper Ads	77%
• Private Employment Agencies	11%
• Unsolicited Applicants	11%
• In-House Promotions or Transfers	33%
• Public Schools or Program Referrals	11%
• Private School Referrals	0%
• Employment Development Department	55%

General Managers and Top Executives

Surveyed 1998

DESCRIPTION

General Managers and Top Executives include both top and mid-level managers whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration. These managers generally work through departmental or subordinate executives. Please do not include managers of smaller establishments who typically engage in the same activities as the workers they supervise.

15 employers responded, 34 employees represented. 71% of surveyed employees are male and 29% are female.
(OES 190050) (DOT 188.167-058)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many recently hired General Managers and Top Executives reported having an associates degree. Few employees reported having college units but no degree and few employees reported having a bachelors degree. Many employees reported having a high school diploma or equivalent and some reported having a graduates degree.

Almost all employers always require previous work experience, while few employers usually require previous work experience. Most employers (73%) never substitute training for work experience. Few employers reported they either sometimes or always allowed training as a substitute for work experience.

WAGES AND FRINGE BENEFITS

No Union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.00 - \$38.36	\$11.99
Experienced/New to Firm:	\$8.00 - \$38.36	\$14.38
3 Years Experience with Firm:	\$11.05 - \$76.72	\$16.78

All employers provided medical insurance and paid vacations. Almost all employers provided paid sick leave and most provided dental insurance. Many employers provided life insurance. Some employers provide a retirement plan and vision insurance.

HOURS

Full time employees work an average of 42 hours per week. No part-time hours were reported.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was somewhat difficult to find experienced employees as well as inexperienced employees. Many job vacancies occurred due to employee turnover. Seven General Managers were hired in the last 12 months. 80% of employers surveyed expect employment to remain stable while 20% expect employment to grow.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.
Size: Information is not available
Projected Job Growth Rate: Information is not available
Annual Job Growth: Information is not available.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar ,spelling and math skills; be able to communicate both verbally and in writing; work independently.

Physical Abilities: A drug test is usually required. Employees should possess the stamina to sit for two or more hours at a time.

Other Qualifications: Candidates must possess a good DMV record and be able to: handle crisis and work under stress; organize their time; be able to plan and organize their work and pay attention to detail.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	53%
• Newspaper Ads	60%
• Private Employment Agencies	27%
• Unsolicited Applicants	47%
• In-House Promotions or Transfers	73%
• Public Schools or Program Referrals	7%
• Private School Referrals	0%
• Employment Development Department	7%
• Union Hall Referrals	0%
• Other	0%

General Office Clerks

Surveyed 1998

DESCRIPTION

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Please do not include workers whose duties are narrowly defined.

15 employers responded, 59 employees represented. 98% of surveyed employees are female and 2 % male.
(OES 553470) (DOT 209.562-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all recent hired General Office Clerks had a high school diploma or the equivalent. Few had college units but no post-secondary degree.

Many employers (47%) usually require previous work experience, while some employers sometimes and some employers never require work experience. Many never accept training as a substitute for work experience.

WAGES AND FRINGE BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.54	\$6.00
Experienced/New to Firm:	\$5.75 - \$9.00	\$7.00
3 Years Experience with Firm:	\$7.00 - \$11.50	\$9.00

All employers provided paid vacation. Almost all employers provided medical insurance and paid sick leave. Most employers provided dental insurance. Few employers provided vision insurance, a retirement plan or life insurance.

HOURS

Full-time employees worked an average of 40 hours per week while part-time employees work an average of 19 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was a little difficult to find both fully experienced and qualified employees as well as inexperienced employees. 8 General Office Clerks were hired in the last 12 months. Most of job vacancies occurred due to employee turnover. Almost all employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 4.1%

Annual Job Growth: Slower than Average.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar and spelling skills; be able to communicate verbally and in writing; ability to work as a team and independently.

Physical Abilities: Be able to lift 10 lbs. and sit for two or more hours at a time.

Other Qualifications: Candidates must be able to: work with multi-cultural groups; work over-time hours as needed; be able to keep detail records; work under pressure and handle crisis; manage and organize their time.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	27%
• Newspaper Ads	60%
• Private Employment Agencies	0%
• Unsolicited Applicants	80%
• In-House Promotions or Transfers	27%
• Public Schools or Program Referrals	7%
• Private School Referrals	7%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Other	0%

Hairdressers, Hairstylists, and Cosmetologists

Surveyed 1997

DESCRIPTION

Hairdressers, Hairstylists, and Cosmetologists provide beauty services for customers, such as suggesting hairstyles, cutting and styling hair, treating the scalp, applying make-up and dressing wigs. This occupation does not include Shampooers, Manicurists, and Beauty School Instructors.

7 employers responding, 40 employees represented. 80% of surveyed employees are female.

(OES 680050) (DOT 332.271-018)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all Hairdressers, Hairstylists, and cosmetologists have a high school diploma or the equivalent. All employers require training from a vocational school, and state licensing in cosmetology.

Many employers sometimes require previous work experience as a cosmetologists. Many employers usually accept training as a substitute for experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00-\$5.50	\$5.00
Experienced/New to Firm:	\$5.00-\$7.00	\$5.75
3 Years Experience with Firm:	\$5.00-\$10.00	\$6.80
<u>Union</u>		
Entry Level/No Experience:	No Union Wages	
Experienced/New to Firm:	Were Reported.	
3 Years Experience with Firm:		

All surveyed employers offer medical insurance and paid vacation. Many offer dental and vision insurance. Some offer life insurance, paid sick leave and a retirement plan.

HOURS

Most surveyed employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Most employers found it somewhat difficult to find fully experienced and qualified applicants. Almost all employers found it somewhat difficult to find inexperienced applicants. Employee turnover accounted for 80% of job vacancies. Twenty-five Hairdressers, Hairstylists, and Cosmetologists were hired in the last twelve months. Almost all employers expect employment to remain stable over the next three years.

Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Medium

Projected Job Growth Rate: 20.4%

Annual Job Growth: Much Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: English grammar and spelling skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Flexibility: willingness to work nights; willingness to work weekends; willingness to work overtime.

Other Qualifications: Record keeping skills; organizational and time management skills; attention to detail; problem solving skills; ability to work under pressure; ability to handle crisis situations.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	29%
• Newspaper Ads	57%
• Private Employment Agencies	0%
• Unsolicited Applicants	86%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	0%
• Union Hall Referrals	0%

Hand Packers and Packagers

Surveyed 1998

DESCRIPTION

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. Please do not include workers whose jobs require more than minimum training.

7 employers responded, 285 employees represented. 67% of surveyed employees are female and 33% are male.
(OES 989020) (DOT 920.687-098)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most hired Hand Packers and Packagers had less than a high school diploma. Some had a high school diploma or the equivalent. Almost all employers never require previous work experience, while few employers sometimes require work experience. Almost all employers never substitute training for work experience.

Almost all employers (86%) never require previous work experience, while 14% employers require work experience. Almost all employers (86%) never substitute training for work experience, while 14% sometimes substitute training for work experience.

WAGES AND FRINGE BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.39	\$6.75
Experienced/New to Firm:	\$5.75 - \$9.00	\$6.90
3 Years Experience with Firm:	\$5.75 - \$14.63	\$7.90

All employers provided medical insurance, while many provided dental insurance and paid vacation. Some employers provided life insurance, paid vacation and a retirement plan.

HOURS

Full time employees work an average of 42 hours per week. No part-time hours were reported.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was a little difficult to find full experienced and qualified employees as well as inexperienced employees. Almost all of job vacancies occur due to temporary hires. 60 Hand Packers and Packagers were hired in the last 12 months. All employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large.

Projected Job Growth Rate: 7.1%

Annual Job Growth: Slower than average.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must be able to do repetitive work and work as a team.

Physical Abilities: Perform strenuous work lifting up to 50 lbs.; possess the stamina to stand for two or more hours at a time.

Other Qualifications: Candidates must be able to: work flexible schedules, weekends, over-time and seasonal employment; work under pressure.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	29%
• Newspaper Ads	14%
• Private Employment Agencies	29%
• Unsolicited Applicants	86%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	14%
• Union Hall Referrals	
• Other	

Heating, Air Conditioning, and Refrigeration Mechanics and Installers

Surveyed 1998

DESCRIPTION

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Please do not include workers who do only plumbing and pipefitting work.

14 employers responded, 71 employees represented. 99% of surveyed employees are male and 1% are female.
(OES 859020) (DOT 637.261-014)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all recent hired Heating and Air Conditioning hires had a high school diploma or the equivalent. 9 employers reported that employees needed Heating and Air Certification.

Many employers (57%) usually require work experience while some employers sometimes require work experience. Few reported always requiring work experience. Many employers sometimes accept training as a substitute for work experience while some usually allow training as a substitute for work experience. Few never accept training as a substitute for work experience.

WAGES AND FRINGE BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.00	\$6.25
Experienced/New to Firm:	\$6.00 - \$26.37	\$7.75
3 Years Experience with Firm:	\$8.00 - \$27.81	\$14.00

Almost all employers provide paid vacation. Most employers provide medical insurance. Some employers provide paid sick leave, while few provide dental and vision insurance.

HOURS

Full-time employees work an average of 40 hours per week, while part-time employees work 25 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was somewhat difficult to find both fully experienced and qualified employees as well as inexperienced employees. Many of the job vacancies occurred due to employee turnover. 31 Heating & Air Conditioning employees were hired in the last 12 months. Almost all employers expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.
Size: Large
Projected Job Growth Rate: 20%
Annual Job Growth: Much Faster than Average.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must be able to work independently and as a team; possess basic math skills; communicate effectively in writing and verbally; do repetitive work.

Physical Abilities: Perform strenuous work lifting up to 50 lbs.; stand for two or more hours at a time; pass a medical exam.

Other Qualifications: Candidates must be able to: pay attention to detail; problem solve; work weekends, over-time and part-time hours; have a good driving record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	64%
• Newspaper Ads	71%
• Private Employment Agencies	7%
• Unsolicited Applicants	71%
• In-House Promotions or Transfers	7%
• Public Schools or Program Referrals	7%
• Private School Referrals	36%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Other	

Human Service Workers

Surveyed 1996

DESCRIPTION

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. This occupation does not include Residential Counselors or Psychiatric Technicians.

7 Employers Responding (OES 273080) (DOT 195.267-034)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most hired Human Service Workers have a Bachelor's Degree.

Most employers (57%) will usually require previous work experience. Employers may seek experience in areas such as case management, community worker, or counseling. Most employers (57%) will usually accept training as a substitute for work experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00-\$14.09*	\$7.32
Experienced/New to Firm:	\$5.65-\$14.79*	\$11.00
3 Years Experience with Firm:	\$8.25-\$17.13	\$13.00

*Unionized
employees
represented

Almost all surveyed employers offer paid sick leave and paid vacation. Most offer medical insurance, dental insurance, vision insurance, life insurance and a retirement plan. Many employers offer part time employees life insurance and retirement while some offer medical, dental and vision insurance as well as paid sick leave and paid vacation.

HOURS

Most employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Most employers (57%) found it a little difficult to find fully experienced and qualified applicants. Most employers found it somewhat difficult to find inexperienced applicants. Employee turnover accounted for 60% of job vacancies. Most firms (57%) expect employment in this occupation to remain stable over the next three years. Surveyed employers reported 77% of Human Service Workers are female.

Occupational Forecast: 1992 - 1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%
Size: Medium

Projected Job Growth Rate: 33.3%

Annual Job Growth: Much Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Good grammar and spelling skills; good written and verbal communication skills; ability to work independently and as part of a team; ability to perform routine tasks; multi-cultural familiarity; Computer skills; effective problem solving skills and ability to pay attention to detail; organizational and time management skills.

Physical Abilities: None reported.

Other Qualifications: Bilingual skills; ability to handle crisis situations; training in CPR and first aid.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	71%
• Newspaper Ads	86%
• Private Employment Agencies	29%
• Unsolicited Applicants	43%
• In-House Promotions or Transfers	57%
• Public Schools or Program Referrals	43%
• Private School Referrals	29%
• Employment Development Department	57%

Instructional Aides

Surveyed 1998

DESCRIPTION

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

16 employers responded, 274 employees represented. 98% of surveyed employees were female and 2% were male.
(OES 315211) (DOT 099.327-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All recent hired Instructional Aides had a high school diploma or the equivalent. Few employees reported having college units but no post-secondary degree. Some employers reported Instructional Aides must possess the required units for Early Childhood Education. Most employers report that employees need to pass a proficiency test. An employer may require classroom training in office machines.

Many employers (50%) sometimes require work experience, while many employees usually require work experience. Few employer always require work experience. Many employers sometimes allow training as a substitute for work experience. Some employers usually allow training to substitute for work experience. A few either always and a few never allow training as a substitute for work experience.

WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.76	\$6.00
Experienced/New to Firm:	\$6.00 - \$8.96	\$7.71
3 Years Experience with Firm:	\$6.75 - \$10.82	\$9.56
<u>Union</u>		
Entry Level/No Experience:	\$6.96 - \$9.25	\$7.42
Experienced/New to Firm:	\$6.96 - \$9.25	\$8.00
3 Years Experience with Firm	\$7.26 - \$10.70	\$8.38

Almost all employers provided medical insurance and paid sick leave for full-time employees. Most employers provided dental insurance and paid vacation for full-time employees. Many employers provide vision and life insurance for full-time employees while some provide a retirement plan. Some employers provide paid sick leave and vacation for part-time employees.

HOURS

Full-time employees work an average of 40 or less hours pr week while part-time employees work an average of 20 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was a little difficult to find fully experienced and qualified employees and inexperienced employees as well. Most of job vacancies occurred due to employee turnover. 42 Instructional Aides were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Information is not available

Projected Job Growth Rate: Information is not available

Annual Job Growth: Information is not available

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar and spelling skills; be able to communicate verbally and in writing; ability to work independently and with a team; ability to do repetitive work.

Physical Abilities: Possess the stamina to stand for two or more hours at a time and lift up to 10 lbs.

Other Qualifications: Candidates must be able to: work part-time, seasonal and temporary hours ; work with multi-cultural groups; keep detailed records; manage time and organize work; handle crisis and be a problem solver.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	75%
• Newspaper Ads	88%
• Private Employment Agencies	0%
• Unsolicited Applicants	44%
• In-House Promotions or Transfers	31%
• Public Schools or Program Referrals	31%
• Private School Referrals	0%
• Employment Development Department	6%
• Union Hall Referrals	0%
• Other	6%

Janitors and Cleaners, except Maids and Housekeeping Cleaners

Surveyed 1996

DESCRIPTION

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. This occupation does not include Maids and Housekeepers.

7 Employers Responding (OES 670050) (DOT 382.664-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All recently hired Janitors and Cleaners have a high school diploma or the equivalent.

Many employers (43%) sometimes require previous work experience. Employers may seek experience in areas such as custodian or janitor. Most employers (57%) will sometimes accept training as a substitute for work experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$4.25-\$10.01*	\$7.61
Experienced/New to Firm:	\$4.25-\$10.52*	\$7.61
3 Years Experience with Firm:	\$5.00-\$14.38*	\$9.88

*Unionized employees represented

Almost all surveyed employers offer medical insurance. Most offer dental insurance, vision insurance, life insurance, paid sick leave, paid vacation and a retirement plan.

HOURS

Most employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers had little difficulty finding both fully experienced and inexperienced applicants. Temporary employment accounted for 53% of job vacancies. Many firms (43%) expect employment to remain stable and another 43% of firms expect employment to grow over the next three years. Surveyed employers reported 95% of Janitors and Cleaners are male.

Occupational Forecast: 1992 - 1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%
Size: Very Large

Projected Job Growth Rate: 1.7%

Annual Job Growth: Slower Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Ability to work independently and as part of a team; ability to perform routine tasks.

Physical Abilities: Ability to lift 10 to 50 pounds; ability to do strenuous and physically demanding work; ability to stand continuously for two or more hours.

Other Qualifications: Organizational and time management skills; ability to pay attention to detail.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	43%
• Newspaper Ads	57%
• Private Employment Agencies	14%
• Unsolicited Applicants	29%
• In-House Promotions or Transfers	43%
• Public Schools or Program Referrals	14%
• Private School Referrals	0%
• Employment Development Department	29%

Kindergarten Teachers

Surveyed 1996

DESCRIPTION

Kindergarten teachers instruct kindergarten public in public or private schools in elemental, physical, mental and developmental skills. Instructional Aides or Preschool Teachers are not included in this occupation.

12 Employers Responding (OES 313022) (DOT 092.227-014)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most recently hired Kindergarten Teachers (57%) have their bachelor's degree plus a multiple subject teaching credential.

Most employers require previous work experience and will sometimes accept training as a substitute for experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.91-\$18.10*	\$13.56
Experienced/New to Firm:	\$7.91-\$21.79*	\$14.13
3 Years Experience with Firm:	\$8.63-\$21.79*	\$14.69

*Unionized
employees
represented

Almost all surveyed employers offer medical insurance, dental insurance, vision insurance, paid sick leave and a retirement plan. Many offer life insurance and some offer paid vacation. Many employers offer part time employees a retirement plan while some offer medical insurance, dental insurance, vision insurance, life insurance, paid sick leave and paid vacation.

HOURS

Most employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers found it somewhat difficult to find both fully experienced and inexperienced applicants. Most new hires were due to new positions being created. Most firms (58%) expect employment in this field to grow over the next three years. Surveyed employers reported 95% of Kindergarten Teachers are female.

Occupational Forecast: 1992 - 1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%
Size: Medium

Projected Job Growth Rate: 16.7%

Annual Job Growth: Much Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Good verbal and written communication; ability to perform basic mathematical calculations; familiarity with computer word processing and database programs; ability to work independently and as part of a team; multi-cultural familiarity; record keeping skills.

Physical Abilities: Ability to pass a pre-employment physical; ability to lift at least ten pounds.

Other Qualifications: Attention to detail and time management skills; ability to effectively handle a crisis; trained in CPR.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	25%
• Newspaper Ads	75%
• Private Employment Agencies	8%
• Unsolicited Applicants	25%
• In-House Promotions or Transfers	25%
• Public Schools or Program Referrals	33%
• Private School Referrals	33%
• Employment Development Department	8%

Licensed Vocational Nurses

Surveyed 1998

DESCRIPTION

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

11 employers responded, 72 employees represented. 94% of surveyed employees are female and 6% are male.

(OES 325050) (DOT 079.374-014)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All recently hired Licensed Vocational Nurses had a high school diploma or the equivalent. Few had college units but no post-secondary degree. 9% had Bachelor degree(s) and 9% had Graduate degrees. All employers required that Licensed Vocational Nurses be licensed by the State of California. Many employers sometimes accept training as a substitute for experience.

Most employers (73%) sometimes require previous work experience, while 18% usually require work experience as a Licensed Vocational Nurse and the remaining 9% of employers always require previous work experience

WAGES AND FRINGE BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.21-\$13.14	\$10.00
Experienced/New to Firm:	\$7.21-\$13.67	\$11.97
3 Years Experience with Firm:	\$9.50-\$17.36	\$13.00

All employers provided medical insurance, dental insurance and paid sick leave. Almost all provided paid vacation. Many provided a retirement plan and some provided life insurance.

HOURS

Full time employees work an average of 40 hours per week, while part-time employees work 25 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was somewhat difficult to find experienced employees. Employers reported it was a little difficult to find inexperienced workers. Almost all job vacancies occurred due to employee turnover. Six LVN's were hired in the last 12 months. All employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 20%

Annual Job Growth: Much Faster than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar and spelling skills; be able to communicate verbally and in writing; ability to work independently and with a team; ability to do repetitive work.

Physical Abilities: Perform strenuous work lifting up to 100 lbs.; possess the stamina to sit and stand for two or more hours at a time.

Other Qualifications: Candidates must be able to: work flexible schedules and over-time hours as needed; manage time and organize work; handle conflict and work in stressful situations; and keep detailed records.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	18%
• Newspaper Ads	100%
• Private Employment Agencies	0%
• Unsolicited Applicants	0%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	27%
• Private School Referrals	0%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Other	0%

Maids and Housekeeping Cleaners

Surveyed 1997

DESCRIPTION

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

9 firms responding, 67 employees represented.. 78% of surveyed employees are female.

(OES 670020) (DOT 323.687-010 323.687-014 323.687-018)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all employees have a high school diploma or the equivalent.

Many employers sometimes require previous work experience and will sometimes accept training as a substitute for experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00 - \$6.83	\$5.00
Experienced/New to Firm:	\$5.00 - \$6.83	\$5.00
3 Years Experience with Firm:	\$5.50 - \$8.00	\$6.50
<u>Union</u>		
Entry Level/No Experience:	\$5.00 - \$5.55	\$5.28
Experienced/New to Firm:	\$5.00 - \$5.55	\$5.28
3 Years Experience with Firm:	\$7.00 - \$7.35	\$7.18

Almost all surveyed employers offer paid sick leave and medical insurance, while all offer paid vacation. Most offer dental insurance and some offer vision insurance and life insurance. Some surveyed employers offer part time employees paid vacation.

HOURS

Most surveyed employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Many employers had no difficulty finding fully experienced or inexperienced applicants. Employee turnover accounted for 71% of job vacancies. Twenty one maids and housekeeping cleaners were hired over the last twelve months.

Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Large

Projected Job Growth Rate: 12.8%

Annual Job Growth: Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Verbal communication skills; ability to work independently; ability to perform routine, repetitive work.

Physical Abilities: Ability to lift at least 50lbs; ability to do strenuous, physically demanding work; ability to stand continuously for 2 or more hours.

Flexibility: Willingness to work nights; willingness to work weekends; willingness to participate in drug testing.

Other Qualifications: Record keeping skills; organizational and time management skills; attention to detail; ability to work under pressure.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	44%
• Newspaper Ads	44%
• Private Employment Agencies	11%
• Unsolicited Applicants	44%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	22%
• Union Hall Referrals	0%

Maintenance Repairers - General Utility

Surveyed 1998

DESCRIPTION

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing; aligning and balancing new equipment; and repairing buildings, floors, or stairs.

12 employers responded, 77 employees represented. 99% of surveyed employees are male, 1% are female.
(OES 851320) (DOT 899.381-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Some recent hired Maintenance Repairers had a high school diploma or the equivalent. Most had college units but no post-secondary degree.

Many employers sometimes require previous work experience, while 33% always require previous work experience. 25% of employers surveyed usually require previous work experience.

Many employers will sometimes allow training to substitute for work experience, while some employers reported they usually or never allowed training to be a substitute for work experience.

WAGES AND FRINGE BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages.

	Range	Median
Entry Level/No Experience:	\$5.75 - \$16.00	\$10.52
Experienced/New to Firm:	\$7.00 - \$17.00	\$11.81
3 Years Experience with Firm:	\$9.00 - \$18.00	\$13.80

All employers provide paid vacation. Almost all provide medical insurance and paid sick leave, while most provide Dental and Vision insurance. Many employers provide a retirement plan and some provide life insurance.

HOURS

Full-time employees work an average of 41 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was somewhat difficult to find fully experienced and qualified employees. Employers reported it was a little difficult finding inexperienced employees. Many job vacancies occur due to employee turnover. 22 employees were hired in the last 12 months. Most employers report they expect employment to grow over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 13.3%

Annual Job Growth: Faster than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar and spelling skills and be able to communicate verbally and in writing; ability to work as a team and independently; ability to do repetitive work.

Physical Abilities: Ability to lift 100 lbs. and do strenuous work as well as stand for two or more hours at a time.

Other Qualifications: Candidates must be able to : work weekends and overtime as needed; manage time and organize their work; pay attention to detail and be able to solve problems; able to handle crisis; possess a good driving record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	58%
• Newspaper Ads	67%
• Private Employment Agencies	0%
• Unsolicited Applicants	33%
• In-House Promotions or Transfers	17%
• Public Schools or Program Referrals	17%
• Private School Referrals	0%
• Employment Development Department	25%
• Union Hall Referrals	8%
• Other	0%

Medical Assistants

Surveyed 1996

DESCRIPTION

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment rooms, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

10 Employers Responding (OES 660050) (DOT 079.362-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many recently hired Medical Assistants (42%) have a high school diploma or equivalent. Many (42%) also have some college but no degree.

Most employers (60%) usually or always require previous work experience. Employers may seek experience in occupations such as Certified Nurse Assistant, Licensed Vocational Nurse, or crisis counselor. Most employers (70%) will sometimes accept training as a substitute for experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.00-\$15.87	\$7.25
Experienced/New to Firm:	\$6.30-\$15.87	\$8.50
3 Years Experience with Firm:	\$7.30-\$22.07	\$9.81

Almost all surveyed employers offer medical insurance, paid sick leave and paid vacation. Most offer a retirement plan and some offer life insurance for full time employees. Many employers offer vision insurance, paid sick leave, and paid vacation to part time employees while some offer medical, dental and life insurance as well as retirement.

HOURS

Most employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Most employers (50%) found it a little difficult to find fully experienced and qualified applicants. Many employers (44%) reported having some difficulty finding inexperienced applicants. Employee turnover accounted for 50% of job vacancies. Most firms (80%) expect employment in this field to remain stable over the next three years. Surveyed employers reported 86% of Medical Assistants are female.

Occupational Forecast: 1992 - 1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%
Size: Medium

Projected Job Growth Rate: 10.0%

Annual Job Growth: Much Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Good English grammar and spelling skills; good verbal and written communication skills; ability to perform basic mathematical calculations; ability to work independently and as part of a team; ability to perform routine tasks; record keeping skills; computer knowledge; organizational and time management skills; organizational and time management skills; good problem solving skills.

Physical Abilities: Ability to pass a pre-employment physical examination.

Other Qualifications: Ability to work effectively under pressure and handle crisis situations; ability to pay attention to detail; trained in CRP.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	80%
• Newspaper Ads	80%
• Private Employment Agencies	10%
• Unsolicited Applicants	20%
• In-House Promotions or Transfers	40%
• Public Schools or Program Referrals	10%
• Private School Referrals	20%
• Employment Development Department	40%

Nurses Aides

Surveyed 1998

DESCRIPTION

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Please do not include Psychiatric Aides and Home Health Aides.

5 employers responded, 194 employees represented. 98% of surveyed employees are female and 2% male.
(OES 660080) (DOT 355.674-014)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All surveyed Nurses Aides had a high school diploma or the equivalent. Few had college units but no post-secondary degree. All employers required that Nurses Aides be licensed by the State of California.

Almost all employers (80%) sometimes require prior work experience, while 20% usually require previous work experience. 60% of employers sometimes will accept training as a substitute for experience, while the remaining 40% usually will accept training as a substitute for work experience.

WAGES AND FRINGE BENEFITS

No union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$7.28	\$6.35
Experienced/New to Firm:	\$5.75 - \$8.00	\$6.45
3 Years Experience with Firm:	\$5.75 - \$10.00	\$8.00

All employers provided medical insurance, paid sick leave and paid vacation. Almost all provided dental insurance, while few provided vision and life insurance and a retirement plan.

HOURS

Full-time employees work an average 40 hours per week, while part-time employees work 28 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was a little difficult to find fully experienced and qualified employees. Employers reported it was somewhat difficult to find inexperienced employees. Almost all of the job vacancies occurred due to employee turnover. 24 Nurses Aides were hired in the last 12 months. All employers expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 16.7%

Annual Job Growth: Much Faster than Average.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess good verbal skills and be able to write and speak English. They must be able to work: independently and as a team; do repetitive work.

Physical Abilities: Be able to stand for two or more hours; pass a medical exam; lift up to 50 lbs.

Other Qualifications: Candidates must be able to: work nights, weekends and over-time hours; be trained in CPR & First Aide; handle crisis.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	20%
• Newspaper Ads	80%
• Private Employment Agencies	0%
• Unsolicited Applicants	0%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	60%
• Private School Referrals	0%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Other	0%

Nursery Workers

Surveyed 1997

DESCRIPTION

Nursery Workers work in nursery facilities planting, cultivating, harvesting, and transplanting trees, shrubs, or plants. Please do not include workers whose primary duties involve sales or cashiering.

4 employers responding, 11 employees represented. 55% of surveyed employees are female.

(OES 790050) (DOT 408.364-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most Nursery Workers have some college but no degree.

Many employers sometimes require work experience and will sometimes accept training as a substitute for experience. Employers may seek experience in nursery sales, nursery assistant, or plant care.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00 - \$6.00	\$5.20
Experienced/New to Firm:	\$5.40 - \$7.75	\$6.25
3 Years Experience with Firm:	\$6.50 - \$10.00	\$7.25
<u>Union</u>		
Entry Level/No Experience:	No Union wages were reported.	
Experienced/New to Firm:		
3 Years Experience with Firm:		

All surveyed employers offer medical insurance. Most offer paid sick leave and some offer dental insurance and life insurance.

HOURS

45% of surveyed employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Many employers found it somewhat difficult to find fully experienced and inexperienced applicants. Employee turnover accounted for 80% of job vacancies. Five nursery workers were hired in the last twelve months. Most employers expect employment to remain stable over the next three years.

Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Small

Projected Job Growth Rate: 30%

Annual Job Growth: Much Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: English grammar and spelling skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to lift at least 100 lbs.; ability to do strenuous, physically demanding work; ability to stand continuously for 2 or more hours.

Flexibility: Willingness to work weekends; willingness to work part-time.

Other Qualifications: Record keeping skills; attention to detail; problem solving skills.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	25%
• Newspaper Ads	50%
• Private Employment Agencies	0%
• Unsolicited Applicants	75%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	25%
• Employment Development Department	0%
• Union Hall Referrals	

Painters, Paperhangers- Construction and Maintenance

Surveyed 1998

DESCRIPTION

Painters paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

4 employers responded, 5 employees represented. 100% of surveyed employees are male.

(OES 874020) (DOT 840.381-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most Painters had a high school diploma or the equivalent

Many employers reported they usually or sometimes will require previous work experience. Many employers reported they always or never require training as a substitute for work experience as a Painter.

WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$6.00	\$6.00
Experienced/New to Firm:	\$6.50 - \$10.00	\$6.50
3 Years Experience with Firm:	\$7.50 - \$14.00	\$8.00
<u>Union</u>		
Entry Level/No Experience:	\$7.00 - \$7.00	\$7.00
Experienced/New to Firm:	\$8.00 - \$8.00	\$8.00
3 Years Experience with Firm	\$14.00 - \$14.00	\$14.00

All employers provided medical insurance and paid vacation. No other fringe benefits were reported as being provided.

HOURS

Full-time employees worked an average of 40 hours per week., while part-time employees work 32 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was a little difficult to find both fully experienced and inexperienced applicants. No vacancies were reported during the last 12 months and most employers expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Large

Projected Job Growth Rate: 0%

Annual Job Growth: Remain Stable

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Should possess English grammar, spelling and math skills; work independently, as a team and do repetitive work.

Physical Abilities: Perform strenuous work lifting up to 50 lbs.

Other Qualifications: Candidates must be able to: pay attention to detail; handle crisis; organize their time; be able to solve problems; possess a good driving record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	50%
• Newspaper Ads	25%
• Private Employment Agencies	0%
• Unsolicited Applicants	25%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	25%
• Union Hall Referrals	0%
• Other	

Payroll and Timekeeping Clerks

Surveyed 1997

DESCRIPTION

Payroll and Timekeeping Clerks compute wages and post wage data to payroll records and/or keep a daily record showing time of arrival and departure from work of employees. They compute earnings from timesheets and work tickets using a calculator. They operate posting machines to compute and subtract deductions. They enter net wages on earnings record cards, check stubs, and payroll sheets.

11 employers responding, 21 employees represented. 100% of surveyed employees are female.
(OES 553410) (DOT 215.382-014)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All recently hired payroll and timekeeping clerks have some college but no degree.

Many employers usually require previous work experience. Many employers will sometimes accept training as a substitute for work experience. Employers may seek experience as payroll clerk, bookkeeper, or account clerk.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$8.30 - \$8.30	\$8.30
Experienced/New to Firm:	\$9.17 - \$16.19	\$12.68
3 Years Experience with Firm:	\$11.18 - \$17.43	\$14.81
<u>Union</u>		
Entry Level/No Experience:	\$5.40 - \$8.00	\$7.00
Experienced/New to Firm:	\$5.40 - \$8.00	\$8.00
3 Years Experience with Firm:	\$6.50 - \$12.00	\$9.00

All surveyed employers offer medical insurance. Almost all surveyed employers offer dental insurance, paid vacation and a retirement plan. Most offer life insurance and paid sick leave while many offer vision insurance. Some employers offer part time employees medical insurance, dental insurance, life insurance, paid sick leave, paid vacation and a retirement plan. A few offer part time employees vision insurance.

HOURS

Almost all surveyed employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Many employers found it not difficult to find fully experienced and qualified applicants. Many employers found it a little difficult to find inexperienced applicants. Employee promotions accounted for 67% of job vacancies. Three payroll and timekeeping clerks were hired in the last twelve months. Almost all employers expect employment to remain stable over the next three years.

Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Small

Projected Job Growth Rate: 21.0%

Annual Job Growth: Much Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: English grammar and spelling skills, writing skills, verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: None

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	18%
• Newspaper Ads	82%
• Private Employment Agencies	9%
• Unsolicited Applicants	36%
• In-House Promotions or Transfers	82%
• Public Schools or Program Referrals	18%
• Private School Referrals	27%
• Employment Development Department	9%
• Union Hall Referrals	

Personnel, Training, and Labor Relations Specialists

Surveyed 1997

DESCRIPTION

Personnel, Training, and Labor Relations Specialists conduct programs of recruitment, selection, placement, training, promotion, welfare, safety, compensation, or separation of employees. They may specialize in specific areas such as labor-management relations, counseling, job analysis, position classification, training or compensation. Please do not include workers primarily involved in personnel research and in the administration of testing and counseling.

5 employers responding, 8 employees represented. 63% of surveyed employees are female.

(OES 215110) (DOT 209.361-026 166.267-018 209.362-026)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many Personnel, Training and Labor Relations specialists have a high school diploma or the equivalent.

Most employers usually require previous work experience. Most employers will sometimes accept training as a substitute for experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.40 - \$19.18	\$11.14
Experienced/New to Firm:	\$5.40 - \$19.18	\$12.58
3 Years Experience with Firm:	\$6.50 - \$31.17	\$9.00
<u>Union</u>		
Entry Level/No Experience:	No Union wages were reported.	
Experienced/New to Firm:		
3 Years Experience with Firm:		

For full time employees, all surveyed employers offer medical, dental and life insurance as well as paid sick leave, paid vacation and a retirement plan. Most also offer vision insurance. For part time employees, many surveyed employers offer medical insurance, dental insurance, life insurance, paid sick leave, paid vacation, and a retirement plan. Some also offer vision insurance.

HOURS

Most surveyed employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Most employers found it a little difficult to find fully experienced and qualified applicants. Most employers found it not difficult to find inexperienced applicants. Promotions accounted for 67% of job vacancies. Three Personnel, Training and Labor Relations Specialists were hired in the last twelve months and all employers expect employment to remain stable over the next three years.

Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Medium

Projected Job Growth Rate: 14.1%

Annual Job Growth: Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Record keeping skills; Organizational and time management skills; attention to detail; problem solving skills; supervisory skills; ability to plan and organize the work of others; ability to work under pressure; ability to handle crisis situations.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	40%
• Newspaper Ads	100%
• Private Employment Agencies	20%
• Unsolicited Applicants	20%
• In-House Promotions or Transfers	20%
• Public Schools or Program Referrals	20%
• Private School Referrals	20%
• Employment Development Department	0%
• Union Hall Referrals	

Pharmacists

Surveyed 1996

DESCRIPTION

Pharmacists compound and dispense medications following prescriptions issued by physicians, dentists or other authorized medical practitioners.

7 Employers Responding (OES 325170) (DOT 074.161-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most recently hired Pharmacists (75%) have completed graduate studies. Employers look for applicants with a pharmacist degree.

Responding employers were evenly split regarding the acceptance of training as a substitution for experience.

WAGES AND FRINGE BENEFITS

Non-Union	Range	Median
Entry Level/No Experience:	\$25.49-\$35.00	\$33.00
Experienced/New to Firm:	\$27.81-\$35.00	\$33.00
3 Years Experience with Firm:	\$28.77-\$35.00	\$33.44

Almost all surveyed employers offer medical insurance. Most offer life insurance, paid sick leave, paid vacation and a retirement plan. Many offer dental insurance and vision insurance. Some employers offer part time employees medical, dental, vision and life insurance, paid sick leave, paid vacation and a retirement plan.

HOURS

Most employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was very difficult to find both fully experienced and inexperienced applicants. Employee turnover accounted for 50% of job vacancies over the last 12 months. Most firms (57%) expect employment in this field to remain stable over the next three years. Surveyed employers reported 69% of Pharmacists are male.

Occupational Forecast: 1992 - 1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%
Size: Medium

Projected Job Growth Rate: 20.6%

Annual Job Growth: Much Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Grammar, spelling, writing and verbal communication skills; ability to perform basic mathematical calculations; ability to work independently and as part of a team; ability to perform routine tasks; accurate record keeping skills; ability to explain prescribed medication and it's effects; ability to pay attention to detail.

Physical Abilities: Ability to stand continuously for two or more hours.

Other Qualifications: Willingness to work weekends; good organization and time management skills; good problem solving skills and ability to work under pressure.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	43%
• Newspaper Ads	86%
• Private Employment Agencies	14%
• Unsolicited Applicants	71%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	14%
• Private School Referrals	14%
• Employment Development Department	0%

Pharmacy Technicians

Surveyed 1997

DESCRIPTION

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Their duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

7 employers responding, 21 employees represented. 100 % of surveyed employees are female.

(OES 325181) (DOT 074.382-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most Pharmacy Technicians have some college but no degree. Most employers hire Pharmacy Technicians that have attended a vocational college and are certified.

Many employers sometimes require previous work experience as a Pharmacy Technician. Many employers usually accept training as a substitute for experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00 - \$9.55	\$7.00
Experienced/New to Firm:	\$6.00 - \$10.25	\$8.00
3 Years Experience with Firm:	\$8.00 - \$11.00	\$10.75
<u>Union</u>		
Entry Level/No Experience:	\$5.50 - \$5.50	\$5.50
Experienced/New to Firm:	\$5.50 - \$5.50	\$5.50
3 Years Experience with Firm:	\$12.00 - \$12.00	\$12.00

Almost all surveyed employers offer paid vacation. Most offer medical insurance and paid sick leave. Many offer dental insurance and a few offer vision insurance, life insurance and a retirement plan.

HOURS

Almost all surveyed pharmacy technicians work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Most employers found it a little difficult to find fully experienced and qualified applicants. Employee turnover accounted for 67% of job vacancies. 3 pharmacy technicians were hired in the last twelve months. All employers expect employment to remain stable over the next three years.

Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Small

Projected Job Growth Rate: 16.7%

Annual Job Growth: Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to lift at least 10 lbs.; ability to stand continuously for 2 or more hours.

Other Qualifications: Multi-cultural familiarity; record keeping skills; organizational and time management skills; attention to detail; problem solving skills; willingness to work weekends; willingness to work nights.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	29%
• Newspaper Ads	71%
• Private Employment Agencies	0%
• Unsolicited Applicants	57%
• In-House Promotions or Transfers	14%
• Public Schools or Program Referrals	0%
• Private School Referrals	14%
• Employment Development Department	0%
• Union Hall Referrals	0%

Police Patrol Officers

Surveyed 1997

DESCRIPTION

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court.

4 employers responding. 99 employees represented. This is a non-traditional occupation for women, 96% of surveyed employees are male.
(OES 630140) (DOT 372.263-014)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many Police Patrol Officers have some college but no degree (43%) or have earned an associates degree (43%). All employers require certification of California Commission on Peace Officer Standards and Training (POST) academy.

All employers sometimes require previous work experience. Employers may seek experience in the police or patrol officer profession. Many employers will accept training as a substitute for experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$12.64 - \$15.75	\$14.17
Experienced/New to Firm:	\$13.96 - \$15.75	\$14.86
3 Years Experience with Firm:	\$14.67 - \$21.29	\$17.38
<u>Union</u>		
Entry Level/No Experience:	\$12.64 - \$15.75	\$15.05
Experienced/New to Firm:	\$13.96 - \$15.75	\$15.05
3 Years Experience with Firm:	\$14.67 - \$21.29	\$18.14

All surveyed employers offer medical, dental, and life insurance as well as paid sick leave, paid vacation and a retirement plan. Most offer vision insurance.

HOURS

Most surveyed employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Many employers found it a little difficult or somewhat difficult to find fully experienced applicants. Most employers found it a little difficult to find inexperienced applicants. Employee turnover accounted for 71% of job vacancies. 14 employees were hired over the last twelve months. All employers expect employment to remain stable over the next three years.

Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Medium

Projected Job Growth Rate: 20.0%

Annual Job Growth: Much Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to lift at least 100 pounds; ability to do strenuous, physically demanding work, ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours.

Other Qualifications: Multi-cultural familiarity; organizational and time management skills; attention to detail; problem solving skills; ability to work under pressure; ability to handle crisis situations; trained in CPR and first aid techniques; possess good DMV driving record; Willingness to work nights, weekends and overtime; willingness to participate in drug testing.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	0%
• Newspaper Ads	75%
• Private Employment Agencies	0%
• Unsolicited Applicants	50%
• In-House Promotions or Transfers	25%
• Public Schools or Program Referrals	50%
• Private School Referrals	0%
• Employment Development Department	0%
• Union Hall Referrals	0%

Preschool Teachers

Surveyed 1996

DESCRIPTION

Preschool Teachers instruct preschool pupils in public or private schools in elemental, physical, mental, and developmental skills. Instructional aides or workers whose primary function is child care are not included in this occupation.

9 Employers Responding (OES 313021) (DOT 092.227-018)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most recently hired Preschool Teachers (60%) have some college but no degree. Most employers generally seek a children's center instructional permit or at least 12 units of early childhood education classes from a junior college.

Most employers (66%) usually or always require previous work experience, and many (44%) will usually accept training as a substitute for experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$4.75-\$14.20	\$5.25
Experienced/New to Firm:	\$5.25-\$14.20	\$9.10
3 Years Experience with Firm:	\$5.75-\$14.20	\$9.52

Most surveyed employers offer medical insurance and dental insurance. Many offer vision insurance, paid sick leave and a retirement plan. Some offer life insurance and paid vacation. A few offer child care.

HOURS

Most employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers found it somewhat difficult to find both fully experienced and inexperienced applicants. Most vacancies (50%) in this field were created through new positions. Most firms (67%) expect employment in this field to remain stable over the next three years. Surveyed employers reported 98% of Preschool Teachers are female.

Occupational Forecast: 1992 - 1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%

Size: Medium

Projected Job Growth Rate: 16.7%

Annual Job Growth: Much Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Good verbal and written communication; ability to perform basic mathematical calculations; ability to work independently and as part of a team; multi-cultural familiarity; record keeping skills, attention to detail and time management skills.

Physical Abilities: Ability to pass a pre-employment physical; ability to lift at least 10 pounds.

Other Qualifications: Ability to effectively handle a crisis; trained in CPR.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	44%
• Newspaper Ads	100%
• Private Employment Agencies	0%
• Unsolicited Applicants	11%
• In-House Promotions or Transfers	22%
• Public Schools or Program Referrals	33%
• Private School Referrals	11%
• Employment Development Department	33%

Receptionists and Information Clerks

Surveyed 1996

DESCRIPTION

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within a hotel. They may perform a variety of other clerical duties. This occupation does not include Receptionists who primarily operate switchboards.

16 Employers Responding (OES 553050) (DOT 237.367-038)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most Receptionist and Information Clerks (60%) have an Associates Degree.

Most employers (50%) usually require previous work experience. Employers may seek experience in areas such as general clerk, file clerk, office clerk, and receptionist. Most employers (63%) will sometimes accept training as a substitute for experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$4.50-\$11.00*	\$6.00
Experienced/New to Firm:	\$5.00-\$11.50*	\$7.48
3 Years Experience with Firm:	\$6.00-\$12.00*	\$9.12

*Unionized
employees
represented

Almost all surveyed employers offer medical insurance, paid sick leave and paid vacation. Most offer dental insurance and a retirement plan. Many life insurance and some offer vision insurance.

HOURS

Most employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was somewhat difficult to find both fully experienced and inexperienced applicants. Employee turnover accounted for 58% of job vacancies. Almost all firms (88%) expect employment in this field to remain stable over the next three years. Surveyed employers reported 87% of Receptionists and Information Clerks are female.

Occupational Forecast: 1992 - 1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%
Size: Large

Projected Job Growth Rate: 5.9%

Annual Job Growth: Much Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Good English and spelling skills; good written and verbal communication skills; ability to perform basic mathematical calculations; ability to work independently and as part of a team; ability to perform routine tasks; good organizational and time management skills; good record keeping skills; good problem solving skills; ability to pay attention to detail.

Physical Abilities: Ability to sit continuously for two or more hours.

Other Qualifications: Ability to work under pressure and handle crisis situations.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	56%
• Newspaper Ads	63%
• Private Employment Agencies	13%
• Unsolicited Applicants	19%
• In-House Promotions or Transfers	38%
• Public Schools or Program Referrals	31%
• Private School Referrals	6%
• Employment Development Department	31%

Recreation Workers

Surveyed 1996

DESCRIPTION

Recreation Workers conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. They consider the needs and interests of individual members and organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping and hobbies.

6 Employers Responding (OES 273110) (DOT 195.227-014)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all recently hired Recreation Workers (97%) have a high school diploma or the equivalent.

Most employers (50%) require previous work experience. Employers may look for experience in the following areas: activities worker, program coordinator or director, activities director, or recreation supervisor. Most employers (67%) will sometimes accept training as a substitute for work experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$4.50-\$6.50	\$5.00
Experienced/New to Firm:	\$5.50-\$8.00	\$6.50
3 Years Experience with Firm:	\$6.00-\$9.00	\$8.00

Almost all surveyed employers offer medical insurance, dental insurance, life insurance, paid sick leave, paid vacation and a retirement plan. Many offer vision insurance and a few offer child care. Some employers offer medical insurance, child care, paid sick leave, paid vacation and retirement to part time employees.

HOURS

Most employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Most employers (50%) found it somewhat difficult to find fully experienced and qualified applicants. Employers also found it a little difficult to find inexperienced applicants. Temporary employment accounted for 88% of job vacancies in the last 12 months. Almost all firms (83%) expect employment in this occupation to remain stable over the next three years. Surveyed employers reported 62% of Recreation Workers are female.

Occupational Forecast: 1992 - 1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%
Size: Medium
Projected Job Growth Rate: 8.2%
Annual Job Growth: Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Good English grammar, spelling, writing and verbal communication skills; ability to work independently and as part of a team; ability to work independently and as part of a team; good supervisory skills and the ability to plan and organize the work of others; good organizational and time management skills; ability to pay attention to detail; good problem solving skills.

Physical Abilities: Ability to pass a pre-employment physical examination.

Other Qualifications: Willingness to work weekends; ability to work under pressure, handle crisis situations, facilitate small groups and be trained in CPR.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	50%
• Newspaper Ads	100%
• Private Employment Agencies	17%
• Unsolicited Applicants	67%
• In-House Promotions or Transfers	50%
• Public Schools or Program Referrals	33%
• Private School Referrals	17%
• Employment Development Department	33%

Registered Nurses

Surveyed 1996

DESCRIPTION

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required of this occupation. Nursing Instructors and Teachers are not included in this occupation.

9 Employers Responding (OES 325020) (DOT 075.127-014)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most recently hired Registered Nurses (80%) have an Associates degree. All Registered Nurses must be licensed.

Most employers (88%) usually or always require previous work experience. Employers may seek experience in occupations such as Licensed Vocational Nurse, Professional Nurse or Psychiatric Technician. Most employers (56%) will sometimes accept training as a substitute for work experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$9.21-\$17.64*	\$13.50
Experienced/New to Firm:	\$10.36-\$20.23*	\$15.33
3 Years Experience with Firm:	\$11.36-\$23.16*	\$16.72

*Unionized
employees
represented

Almost all surveyed employers offer medical insurance, dental insurance, paid sick leave, paid vacation and a retirement plan. Most offer vision insurance and life insurance. Most employers offer part time employees paid sick leave, paid vacation and a retirement plan, while many offer medical insurance and some offer dental, vision and life insurance.

HOURS

Most employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers found it somewhat difficult to find both fully experienced and inexperienced applicants. Employer turnover accounted for 93% of job vacancies in the last twelve months. Most firms (78%) expect employment in this field to remain stable over the next three years. Surveyed employers reported 95% of Registered Nurses are female.

Occupational Forecast: 1992 - 1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%
Size: Very Large

Projected Job Growth Rate: 9.0%

Annual Job Growth: Much Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Good English grammar and spelling skills; good written and verbal communication skills; ability to perform basic mathematical calculations; ability to work independently and as part of a team; ability to perform routine tasks; good record keeping skills; good organizational and time management skills; good problem solving skills; ability to work effectively under pressure and handle crisis situations.

Physical Abilities: Ability to pass a pre-employment physical examination.

Other Qualifications: Trained in CPR and First Aid; medical transcription skills and proficiency in drawing blood from patients.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	63%
• Newspaper Ads	88%
• Private Employment Agencies	38%
• Unsolicited Applicants	38%
• In-House Promotions or Transfers	38%
• Public Schools or Program Referrals	50%
• Private School Referrals	38%
• Employment Development Department	75%

Salespersons - Retail (Except Vehicle Sales)

Surveyed 1998

DESCRIPTION

Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Please do not include workers who work primarily as Cashiers.

15 employers responded, 963 employees represented. 83% of surveyed employees are female and 17% are male.
(OES 490112) (DOT 279.357-054)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most recent hired Salespersons had a high school diploma or the equivalent. Few employees reported having college units but no post-secondary degree.

Most employers reported they sometimes require work experience at hire. Some reported they usually require previous work experience. 7 % reported they never require work experience.

Most employers (73%) report they sometimes accept training as a substitute for work experience. 27% reported they never substitute training for work experience.

WAGES AND FRINGE BENEFITS

No union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$6.00	\$5.75
Experienced/New to Firm:	\$5.75 - \$11.03	\$6.25
3 Years Experience with Firm:	\$6.25 - \$17.26	\$7.50

Almost all employers provided medical insurance, while most provided paid sick leave. Many employers provided paid vacation to full-time employees.

HOURS

Full-time employees work an average of 39 hours per week. part-time employees 26 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was a little difficult to find both fully experienced and qualified employees as well as inexperienced employees. 371 Salespersons were hired in the last 12 months. Most vacancies occurred due to temporary hires. Almost all employers surveyed expect employment to remain stable over the next three years..

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Information is not available

Projected Job Growth Rate: Information is not available

Annual Job Growth: Information is not available

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must be able to: work as a team and independently; possess verbal skills and ability to do basic math.

Physical Abilities: Possess the stamina to stand for two or more hours at a time and lift at least 10 lbs.

Other Qualifications: Candidates must be able to: work part-time, seasonal and temporary hours ; work with multi-cultural groups; keep detailed records; manage time and organize work; handle crisis and be a problem solver.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	73%
• Newspaper Ads	20%
• Private Employment Agencies	0%
• Unsolicited Applicants	93%
• In-House Promotions or Transfers	13%
• Public Schools or Program Referrals	7%
• Private School Referrals	0%
• Employment Development Department	13%
• Union Hall Referrals	0%
• Other	7%

Secretaries, Except Legal and Medical

Surveyed 1998

DESCRIPTION

Secretaries, except Legal and Medical, relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various and other assigned clerical duties. Please do not include Medical and Legal Secretaries.

15 employers responded, 51 employees represented. 100% of surveyed employees are female.

(OES 551080) (DOT 201.362-030)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many recent hired Secretaries had a high school diploma or the equivalent. Many had college units but no post-secondary degree.

Many employers (53%) usually require previous work experience, while 33% of employers always require previous work experience. 13% of employers sometimes require previous work experience. Most employers (73%) sometimes will substitute training for work experience, while 20% employers usually will substitute training for work experience. Few never allow training to substitute for work experience.

WAGES AND FRINGE BENEFITS

No union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$10.37	\$8.00
Experienced/New to Firm:	\$6.00 - \$10.70	\$8.46
3 Years Experience with Firm:	\$7.50 - \$16.00	\$10.00

Almost all employers of full-time employees provide Medical insurance, paid sick leave and vacation. Most employers provide dental insurance while many provide vision insurance and a retirement plan. Some provide life insurance policies. Few employers provide medical, dental and life insurance and a retirement plan for part-time employees.

HOURS

Full-time employees work an average of 39 hours per week while part-time employees work an average of 21 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was a little difficult to find experienced and qualified employees and somewhat difficult to find inexperienced employees. Many job vacancies are due to employee turnover. Eight Secretaries were hired in the last 12 months. Almost all employers expect employment to remain stable over the next three years. 14% of employers expect employment to grow.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 2.8%

Annual Job Growth: Slower than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar and spelling skills; be able to communicate verbally and in writing; ability to work independently and with a team; ability to do repetitive work.

Physical Abilities: Possess the stamina to sit for two or more hours at a time and lift up to 10 lbs.

Other Qualifications: Candidates must be able to: keep detailed records; handle crisis; manage and organize time. It's desirable that candidates must be willing to work overtime hours as needed..

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	40%
• Newspaper Ads	93%
• Private Employment Agencies	0%
• Unsolicited Applicants	13%
• In-House Promotions or Transfers	27%
• Public Schools or Program Referrals	27%
• Private School Referrals	13%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Other	0%

Secretaries, Legal

Surveyed 1996

DESCRIPTION

Legal Secretaries prepare legal papers and legal correspondence such as summonses, complaints, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials.

8 Employers Responding (OES 551020) (DOT 201.362-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most recently hired Legal Secretaries (71%) have some college but no degree.

Most employers (50%) usually require previous work experience. Employers may seek experience in occupations such as secretary or clerk typist. Almost all (88%) will sometimes accept training as a substitute for work experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.62-\$9.55	\$8.00
Experienced/New to Firm:	\$7.34-\$10.55	\$9.17
3 Years Experience with Firm:	\$10.00-\$12.00	\$11.07

Almost all surveyed employers offer medical insurance, paid sick leave and paid vacation. Most offer life insurance and a retirement plan. Some offer vision insurance. Some employers offer medical insurance, dental insurance, vision insurance, life insurance, paid sick leave, paid vacation, and retirement to part time employees.

HOURS

Most employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported some difficulty finding both fully experienced and inexperienced applicants. Turnover accounted for 43% of new job opportunities last year. Almost all firms (88%) expect employment in this occupation to remain stable over the next three years. Surveyed employers reported 100% of Legal Secretaries are female.

Occupational Forecast: 1992 - 1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%

Size: Small

Projected Job Growth Rate: 20.8%

Annual Job Growth: Much Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Good English grammar and spelling skills; good written and verbal communication skills; ability to perform basic mathematical calculations; ability to work independently and as part of a team; ability to perform routine tasks; good organizational and time management skills; good problem solving skills; and the ability to pay attention to detail.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Computer literacy; ability to work under pressure and handle crisis situations.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	63%
• Newspaper Ads	88%
• Private Employment Agencies	13%
• Unsolicited Applicants	13%
• In-House Promotions or Transfers	13%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	13%

Secretaries, Medical

Surveyed 1996

DESCRIPTION

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments.

16 Employers Responding (OES 551050) (DOT 201.362-014)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most recently hired Medical Secretaries (54%) have some college but no degree.

Most employers (69%) usually require previous work experience. Employers may seek experience in areas such as billing clerk, medical records clerk, medical assistant, appointment secretary, or general office clerk. Almost all employers (75%) will sometimes accept training as a substitute for experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00-\$7.50	\$6.00
Experienced/New to Firm:	\$6.00-\$10.00	\$7.35
3 Years Experience with Firm:	\$7.00-\$13.00	\$9.00

Almost all surveyed employers offer paid vacation and medical insurance, while most paid sick leave and a retirement plan. Many offer life insurance and some offer dental insurance.

HOURS

Most employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers found it somewhat difficult to find both fully experienced and inexperienced applicants. Employee turnover accounted for 62% of job vacancies in the past twelve months. Most firms (69%) expect employment in this occupation to remain stable over the next three years. Surveyed employers reported 98% of Medical Secretaries are female.

Occupational Forecast: 1992 - 1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%
Size: Medium

Projected Job Growth Rate: 6.2%

Annual Job Growth: Much Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Good English grammar, spelling, writing and oral communication skills; ability to perform basic mathematical calculations; ability to work independently or as part of a team; ability to perform routine tasks; good record keeping skills; good computer skills; ability to pay attention to detail; effective organizational time management and problem solving skills.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Ability to handle crisis situations and work under pressure.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	75%
• Newspaper Ads	75%
• Private Employment Agencies	13%
• Unsolicited Applicants	25%
• In-House Promotions or Transfers	25%
• Public Schools or Program Referrals	31%
• Private School Referrals	19%
• Employment Development Department	13%

Stock Clerks - Stockroom, Warehouse, Storage Yard

Surveyed 1996

DESCRIPTION

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. This occupation does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

11 Employers Responding (OES 580230) (DOT 222.387-058)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all recently hired Stock Clerks (98%) have a high school diploma or the equivalent.

Most employers (64%) will sometimes require previous work experience. Employers may seek experience in areas such as parts runner, shipping & receiving, cashier or stock clerk. Many employers (45%) will sometimes accept training as a substitute for experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$4.25-\$8.63	\$5.00
Experienced/New to Firm:	\$4.25-\$8.63	\$5.75
3 Years Experience with Firm:	\$5.50-\$8.63	\$6.50

Almost all surveyed employers offer medical insurance and paid vacation. Most offer paid sick leave. Many offer dental insurance. Some offer life insurance and a retirement plan.

HOURS

Most employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Most employers (55%) found it somewhat difficult to find fully experienced and qualified applicants. Most employers also had some difficulty finding inexperienced applicants. Employee turnover accounted for 69% of job vacancies. Most firms (70%) expect employment in this occupation to remain stable over the next three years. Surveyed employers reported 93% of Stock Clerks are male.

Occupational Forecast: 1992 - 1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%
Size: Very Large
Projected Job Growth Rate: 11.3%
Annual Job Growth: Much Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Good English and spelling skills; good verbal communication skills; ability to perform basic mathematical calculations; computer knowledge; ability to work independently and as part of a team; ability to perform routine tasks; ability to handle crisis situations.

Physical Abilities: Ability to lift 10 to 50 pounds; ability to stand continuously for at least 2 hours.

Other Qualifications: Willingness to work weekends and part-time.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	73%
• Newspaper Ads	18%
• Private Employment Agencies	9%
• Unsolicited Applicants	18%
• In-House Promotions or Transfers	18%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	27%

Systems Analysts - Electronic Data Processing

Surveyed 1998

DESCRIPTION

Systems Analysts, Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Please do not include persons working primarily as engineers, mathematicians, programmers, or scientists.

3 employers responded, 12 employees represented. 67% of surveyed employees are male and 36% are female.
(OES 251020) (DOT 030.167-014)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All hired Systems Analysts had a high school diploma or equivalent. Some had associates degrees and some had bachelors degrees. Employers reported they required some form of computer science certification.

Most employers (67%) always require previous work experience, while 18% usually require work experience as a Systems Analyst. Most employers sometimes will substitute training for work experience, while some usually substitute training for work experience.

WAGES AND FRINGE BENEFITS

No Union wages were reported

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.50 - \$18.76	\$14.38
Experienced/New to Firm:	\$9.00 - \$19.56	\$19.18
3 Years Experience with Firm:	\$14.00 - \$23.97	\$20.68

All employers provided medical and dental insurance, paid sick leave and vacation, and a retirement plan. Most employers provided life insurance and many provided vision insurance.

HOURS

Full-time employees work and average of 43 hours per week. Part-time hours were not reported.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was somewhat difficult to find experienced and qualified employees as well as inexperienced employees. Most job vacancies are due to employee turnover. Four Systems Analysts were hired in the last 12 months. Most employers expect employment to remain stable and some expect employment to grow within the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.
Size: Medium
Projected Job Growth Rate: 50%
Annual Job Growth: Much Faster than Average.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar and spelling skills; be able to communicate verbally and in writing; ability to work independently and with a team.

Physical Abilities: Ability to: lift up to 10 lbs. and sit for up to two hours at a time.

Other Qualifications: Candidates must be able to: work flexible schedules and over-time hours as needed; manage time and organize work; handle conflict and work in stressful situations; and keep detailed records; maintain a good DMV record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	67%
• Newspaper Ads	100%
• Private Employment Agencies	0%
• Unsolicited Applicants	33%
• In-House Promotions or Transfers	33%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	33%
• Union Hall Referrals	0%
• Other	0%

Teachers - Secondary School

Surveyed 1997

DESCRIPTION

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as english, mathematics, or social studies. Please include vocational high school teachers. Please do not include special education teachers who teach only students with disabilities.

3 employers responding, 287 employees represented. 48% of surveyed employees are female.

(OES 313080) (DOT 091.227-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many secondary teachers have a bachelor's degree, some have a graduate degree. All employers require a California Teaching Credential.

Most employers sometimes require previous work experience as a Secondary Teacher. Most employers always accept training as a substitute for experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	All responding	
Experienced/New to Firm:	employers	
3 Years Experience with Firm:	reported union	
	wages.	
<u>Union</u>		
Entry Level/No Experience:	\$15.22-\$16.72	\$15.72
Experienced/New to Firm:	\$15.22-\$17.10	\$16.53
3 Years Experience with Firm:	\$15.33-\$20.54	\$18.49

For full time employees, almost all surveyed employers offer medical insurance. Most offer paid vacation and some offer dental insurance, life insurance and paid sick leave. A few offered a retirement plan. For part time employees, a few surveyed employers offer medical insurance, life insurance, paid sick leave and paid vacation. A few surveyed employers offer part time employees medical insurance, life insurance, paid sick leave and paid vacation.

HOURS

Almost all surveyed employees work part time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

All employers found it a little difficult to find both fully experienced, and inexperienced applicants. Employee turnover accounted for 62% of job vacancies. 42 secondary teachers were hired in the last twelve months. Most employers expect employment to grow over the next three years.

Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Very Large

Projected Job Growth Rate: 8.9%

Annual Job Growth: Slower Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to pass a pre-employment medical exam.

Other Qualifications: Multi-cultural familiarity; record keeping skills; organizational and time management skills; attention to detail; problem solving skills; ability to plan and organize the work of others; ability to handle crisis situations; trained in CPR and first aid techniques.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	0%
• Newspaper Ads	100%
• Private Employment Agencies	0%
• Unsolicited Applicants	0%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	100%
• Private School Referrals	100%
• Employment Development Department	0%
• Union Hall Referrals	0%

Teachers - Special Education

Surveyed 1996

DESCRIPTION

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally handicapped are also included in this occupation.

9 Employers Responding (OES 313110) (DOT 094.227-022)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All recently hired Special Education Teachers have completed some graduate study. Most firms require Special Education Teachers to have a California Teaching Credential and a Special Education Certificate or Credential.

Most employers (67%) usually require previous work experience. Most employers (89%) reported that they would sometimes accept training as a substitute for work experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$12.50-\$17.80*	\$14.47
Experienced/New to Firm:	\$13.36-\$21.92*	\$16.66
3 Years Experience with Firm:	\$13.36-\$30.02*	\$18.17

*Unionized
employees
represented

All surveyed employers offer medical insurance, dental insurance, vision insurance, and paid sick leave. Most offer a retirement plan and many offer paid vacation. Almost all offer life insurance. Some surveyed employers offer part time employees paid sick leave, paid vacation and a retirement plan.

HOURS

Most employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Most employers found it somewhat difficult to find both fully experienced and inexperienced applicants. Employee turnover accounted for 56% of new job opportunities in the past year. Most firms (67%) expect employment in this occupation to remain stable over the next three years. Surveyed employers reported 74% of Special Education Teachers are female.

Occupational Forecast: 1992 - 1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%
Size: Very Large

Projected Job Growth Rate: 23.9%

Annual Job Growth: Much Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Good English grammar, spelling, writing and verbal communication; ability to perform basic mathematical calculations; ability to work independently and as part of a team; ability to perform routine tasks; multi-cultural familiarity; good record keeping skills; good organization and time management skills; good computer skills; ability to pay attention to detail; effective problem solving skills; ability to work under pressure and handle a crisis situation effectively.

Physical Abilities: Willingness to participate in drug testing; ability to pass a pre-employment examination; ability to stand for 2 or more hours.

Other Qualifications: Fluent bilingual (English/Spanish) skills; trained in CPR.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	11%
• Newspaper Ads	78%
• Private Employment Agencies	11%
• Unsolicited Applicants	22%
• In-House Promotions or Transfers	44%
• Public Schools or Program Referrals	33%
• Private School Referrals	22%
• Employment Development Department	22%

Tire Repairers and Changers

Surveyed 1997

DESCRIPTION

Tire Repairers and changers repair and replace tires, tubes, treads, and related products on automobiles, buses, trucks, and other vehicles. Their duties include mounting tires on wheels, balancing tires and wheels, and testing and repairing damaged tires and inner tubes. Please include only employees who primarily repair and change tires.

10 employers responding, 41 employees represented. This is a non-traditional occupation. 100% of surveyed employees are male.
(OES 859530) (DOT 915.684-010)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All Tire Repairers and Changers have a high school diploma or the equivalent.

Most employers sometimes require previous work experience as a Tire Repairer and Changer. Many employers will sometimes accept training as a substitute for experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00-\$7.00	\$5.00
Experienced/New to Firm:	\$5.00-\$9.00	\$6.00
3 Years Experience with Firm:	\$6.50-\$13.00	\$7.75
<u>Union</u>		
Entry Level/No Experience:	No Union Wages	
Experienced/New to Firm:	Were Reported.	
3 Years Experience with Firm:		

All surveyed employers offer medical insurance. Almost all offer dental insurance. Most offer paid vacation and many offer paid sick leave. Some surveyed employers also offer vision insurance and life insurance.

HOURS

Almost all surveyed employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Many employers found it a little difficult to find fully experienced and qualified applicants. Most employers reported it was a little difficult to find fully experienced and qualified applicants. Most employers reported it was a little difficult to find inexperienced applicants. Employee turnover accounted for 89% of job vacancies. Nine tire repairers and changers were hired in the last twelve months. Almost all employers expect employment in this field to remain stable over the next three years.

Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Small

Projected Job Growth Rate: 13.8%

Annual Job Growth: Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: English grammar and spelling skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to lift at least 100 lbs.; ability to do strenuous, physically demanding work.

Flexibility: willingness to work weekends; willingness to work overtime.

Other Qualifications: Record keeping skills; organizational and time management skills; Attention to detail; problem solving skills.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	60%
• Newspaper Ads	50%
• Private Employment Agencies	0%
• Unsolicited Applicants	80%
• In-House Promotions or Transfers	20%
• Public Schools or Program Referrals	10%
• Private School Referrals	10%
• Employment Development Department	0%
• Union Hall Referrals	0%

Traffic, Shipping, and Receiving Clerk

Surveyed 1996

DESCRIPTION

Traffic, Shipping and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for transportation of products. This occupation does not include Stock Clerks, or workers whose primary duties involve weighing and checking.

11 Employers Responding (OES 580280) (DOT 214.587-014)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All recently hired Traffic, Shipping, and Receiving Clerks have their high school diploma or the equivalent.

Most employers (55%) sometimes require previous work experience. Employers may seek experience in areas such as warehousing, shipping and receiving, or inventory clerk. Most employers (64%) will sometimes accept training as a substitute for experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$4.25-\$8.63	\$5.30
Experienced/New to Firm:	\$4.35-\$14.38	\$8.00
3 Years Experience with Firm:	\$5.00-\$18.41	\$9.00

Almost all surveyed employers offer medical insurance; Most offer dental insurance, vision insurance, life insurance and paid vacation. Many offer paid sick leave and some offer a retirement plan. A few surveyed employers offer part time employees paid sick leave and paid vacation.

HOURS

Most employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Many employers (36%) had a little difficulty finding fully experienced and qualified applicants. Most employers (50%) had no difficulty finding inexperienced applicants. Employee turnover accounted for 75% of job vacancies. Almost all firms (82%) expect employment in this field to remain stable over the next three years. Surveyed employers reported 71% of Traffic, Shipping and Receiving Clerks are male.

Occupational Forecast: 1992 - 1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%

Size: Very Large

Projected Job Growth Rate: 8.0%

Annual Job Growth: Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Ability to perform basic mathematical calculations; ability to work as part of a team; ability to perform routine tasks; knowledge of computer spreadsheet and inventory control programs; ability to pay attention to detail.

Physical Abilities: Ability to lift between 10 and 50 pounds; ability to stand continuously for 2 or more hours.

Other Qualifications: Willingness to work nights and weekends.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	73%
• Newspaper Ads	73%
• Private Employment Agencies	27%
• Unsolicited Applicants	45%
• In-House Promotions or Transfers	9%
• Public Schools or Program Referrals	9%
• Private School Referrals	0%
• Employment Development Department	18%

Truck Drivers - Heavy or Tractor Trailer

Surveyed 1998

DESCRIPTION

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

15 employers responded representing 166 employees. 61% of surveyed employees are male and 39% female.

(OES 971020) (DOT 905.663-014)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All recently hired Truck Drivers had a high school diploma or the equivalent. None reported having a college degree. Almost all employers reported requiring a Truck Driver's License. Many employers usually accepted training as a substitute for work experience, while 27% of the employers sometimes accepted training as a substitute for training.

Most employers usually require previous work experience, while 20% always require work experience as a Truck Driver. 13% sometimes require previous work experience.

WAGES AND FRINGE BENEFITS

No union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.60 - \$12.00	\$8.00
Experienced/New to Firm:	\$7.50 - \$16.53	\$9.25
3 Years Experience with Firm:	\$8.50 - \$22.22	\$12.00

Most employers provided medical insurance and provided paid vacation leave. Some provided paid sick leave and dental insurance. Few employers provided vision and life insurance or a paid retirement plan.

HOURS

Full-time employees work an average 41 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was a little difficult finding experienced employees. Employers reported it was a little difficult to find inexperienced employees. Many employers reported job vacancies offered due to employee turnover. 109 Truck Drivers were hired in the last 12 months. Most employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 2.7%

Annual Job Growth: Slower than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Employers reported employees should be able to work independently, do repetitive work and must be able to communicate verbally.

Physical Abilities: A medical exam and drug test are usually required. Employees perform strenuous work lifting up to 100 lbs. and must be able to sit for two or more hours at a time.

Other Qualifications: Candidates must possess a good DMV record and be able to: handle crisis and work under stress; pay attention to detail; manage time and organize work; work over-time as needed.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	73%
• Newspaper Ads	67%
• Private Employment Agencies	7%
• Unsolicited Applicants	87%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	7%
• Private School Referrals	7%
• Employment Development Department	33%
• Union Hall Referrals	0%
• Other	0%

Truck Drivers, Light - Include Delivery and Route Workers

Surveyed 1996

DESCRIPTION

Light Truck Drivers, including Delivery and Route Workers drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. This occupation does not include workers whose duties include sales.

13 Employers Responding (OES 971050) (DOT 905.683-022)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all recently hired Light Truck Drivers (93%) have a high school diploma or the equivalent.

Many employers (46%) always require previous work experience. Employers may seek experience in areas such as truck driving, warehousing, and parts delivery. Employers may also require a Class A License and a clean driving record. Most employers (62%) never or sometimes accept training as a substitute for experience.

WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$4.50-\$13.81	\$8.63
Experienced/New to Firm:	\$5.00-\$18.41	\$7.50
3 Years Experience with Firm:	\$6.00-\$18.41	\$8.63

Most surveyed employers offer medical insurance. Many offer paid sick leave. Some offer dental insurance, vision insurance, and life insurance. A few offer a retirement plan. Some employers offer part time employees paid vacation and sick leave.

HOURS

Most employees work full time.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers found it somewhat difficult to find both fully experienced and inexperienced applicants. Employee turnover accounted for 93% of job vacancies. Most firms (69%) expect employment in this field to grow over the next three years. Surveyed employers reported 80% of Light Truck Drivers are male.

Occupational Forecast: 1992 - 1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%

Size: Very Large

Projected Job Growth Rate: 15.8%

Annual Job Growth: Much Faster Than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Good communication skills; ability to perform basic mathematical calculations; ability to work independently and as part of a team; ability to perform routine tasks; problem solving skills; ability to handle crisis situations.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to lift 10 to 50 pounds; ability to sit continuously for 2 or more hours.

Other Qualifications: Willingness to participate in drug testing; willingness to work overtime and on weekends; ability to handle crisis situations; good Department of Motor Vehicle driving record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	85%
• Newspaper Ads	31%
• Private Employment Agencies	0%
• Unsolicited Applicants	46%
• In-House Promotions or Transfers	15%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	23%

1996 - 1998 Training Directory

This training directory contains information on certificate and degree programs offered in Kings, Fresno and Tulare Counties which prepare students for entry into one or more specified occupations. Private schools included in the directory are all approved by the California Council for Private Post-Secondary and Vocational Education (CPPVE). Credit or units obtained through a private school may or may not be transferable to a public college or university. Anyone who plans to eventually attend or transfer to a public college or university is urged to contact a transferring school or to discuss their plan and the issue of transferability.

Inclusion or exclusion of a provider is in no form an endorsement or non-endorsement of training providers by the Kings County Job Training Office.

OCCUPATIONAL TRAINING SITES

1998

School(s) and Contact Information**Advanced Computer Training**

Phone: (559) 227-1900

Mailing/Street Address:

3467 West Shaw
Fresno, CA 93711**Available Programs:**

- * General Office/Clerical and Typing Services
- * Accounting Technician

Advanced Truck Driving School

Phone: (559) 651-1978

Fax: (559) 651-8032

Mailing/Street Address:

1728 N. Kelsey Drive
Visalia, CA 93291**Available Programs:**

- * Truck, Bus and Other Commercial Vehicle Operator

Beverly Enterprises

Phone: (559) 226-9401

Fax: (559) 226-4239

Mailing/Street Address:

2984 North Maroa
Fresno, CA. 93704**Available Programs:**

- * Nurse Assistant/Aide

California State University, Fresno

Phone: (559) 278-2324

Fax: (559) 278-4715

Mailing/Street Address:

5150 North Maple Avenue
Fresno, CA. 93740-0057**Available Programs:**

- * Plant Sciences
- * Soil Sciences
- * Business Administration and Management
- * Parks, Recreation and Leisure Studies
- * Nursing (R.N. Training)
- * Health System/Health Services Administration
- * Special Education
- * Pre-Elementary/Early Childhood/Kindergarten Teacher Education

California Technical Education Fresno Inc.

Phone: (559) 266-7577

Fax: (559) 266-3947

Mailing/Street Address:

1380 North Abby
Fresno, CA. 93703**Available Programs:**

- * General Retailing Operations
- * General Office/Clerical and Typing Services
- * Custodial, Housekeeping and Home Services Workers and Managers
- * Accounting Technician

California Technical Training Tulare

Phone: (559) 688-3721

Fax: (559) 688-3327

Mailing/Street Address:

1630 West Tulare
Tulare, CA 93274**Available Programs:**

- * Auto/Automotive Mechanic/Technician
- * General Office/Clerical and Typing Services

Central Adult Education

Phone: (559) 276-5230

Fax: (559) 276-8204

Mailing/Street Address:

2698 North Brawley
Fresno, CA. 93722**Available Programs:**

- * General Office/Clerical and Typing Services
- * Information Processing/Data Entry Technician
- * Administrative Assistant/Secretarial Science

Central Valley Training Center

Phone: (559) 448-8696

Fax: (559) 488-8695

Mailing/Street Address:

7592 North Maroa, #103
Fresno, CA 93711**Available Programs:**

- * Custodial, Housekeeping and Home Services Workers and Managers

Chapman University Phone: (559) 625-4436
 Mailing/Street Address: Fax: (559) 625-4436
 1821 Meadow Lane
 Visalia, CA. 93277

Available Programs:

- * Computer and Information Sciences
- * Human Resources Management
- * Teacher Education, Multiple Levels

College Of The Sequoias Phone: (559) 730-3727
 Mailing/Street Address: Fax: (559) 730-3894
 915 South Mooney Boulevard
 Visalia, CA. 932772234

Available Programs:

- * Auto/Automotive Mechanic/Technician
- * Accounting Technician
- * Administrative Assistant/Secretarial Science
- * Carpenter
- * General Office/Clerical and Typing Services
- * Business Administration and Management
- * Horticulture Services Operations and Management
- * Plant Sciences
- * Practical Nurse (L.P.N. Training)

Community Trade & Technical Institute Phone: (559) 456-9194
 Mailing/Street Address: Fax: (559) 456-9270
 4944 East Clinton, Suite 107
 Fresno, CA. 93727

Other Locations:
 255 West Bullard
 Fresno, CA. 93704

Phone: (559) 438-4222
 Fax: (559) 438-6368

Available Programs:

- * Administrative Assistant/Secretarial Science

Federico Beauty College Phone: (559) 432-3030
 Mailing/Street Address: Fax: (559) 432-2368
 5660 North Blackstone Avenue
 Fresno, CA 93710

Available Programs:

- * Barber/Hairstylist
- * Cosmetologist

124.

Fresno City College/Vocational Training Center Phone: (559) 442-4600
 Mailing/Street Address: Fax: (559) 485-3367
 1101 East University Avenue
 Fresno, CA. 93741-0001

Available Programs:

- * Auto/Automotive Body Repairer
- * Diesel Engine Mechanic and Repairer
- * Meatcutter
- * Carpenter
- * Dental Assistant
- * Dental Hygienist
- * Electrical and Electronic Engine - Related Technology
- * Electromechanical Technology
- * Agricultural Mechanization
- * General Office/Clerical and Typing Services
- * Business Management and Administrative Services
- * Business Administration and Management
- * Office Supervision and Management
- * Barber/Hairstylist
- * Cosmetologist
- * Heating, Air Conditioning and Refrigeration Mechanic and Repairer
- * Public Administration and Services
- * Nursing (R.N. Training)
- * Practical Nurse (L.P.N. Training)
- * Electrical and Electronics Installer and Repairer
- * Computer Installer and Repairer
- * Industrial Electronics Installer and Repairer
- * Major Appliance Installer and Repairer
- * Medical Assistant
- * Painter and Wall Coverer
- * Receptionist
- * Business and Personal Services Marketing Operations
- * Law Enforcement/Police Science
- * Criminal Justice/Law Enforcement Administration
- * Pre-Law Studies
- * Health Professions and Related Sciences
- * Administrative Assistant/Secretarial Science
- * Legal Administrative Assistant/Secretary
- * Medical Administrative Assistant/Secretary
- * Special Education
- * Marketing Operations/Marketing and Distribution
- * Truck, Bus and Other Commercial Vehicle Operator

125.

Fresno Institute Of Technology	Phone: (559) 442-3500
Mailing/Street Address:	Fax: (559) 297-5822
1545 Fulton Street	
Fresno, CA. 93721	
Available Programs:	
* Administrative Assistant/Secretarial Science	
* Medical Administrative Assistant/Secretary	
Fresno Pacific College	Phone: (559) 251-7194
Mailing/Street Address:	Fax: (559) 453-2001
1717 South Chestnut Avenue	
Fresno, CA. 93702-4798	
Available Programs:	
* Business Administration and Management	
Galen College of Medical and Dental Assistants	Phone: (559) 264-9726
Mailing/Street Address:	
3908 W. Caldwell, #A	
Visalia, CA 93277	
Available Programs:	
* Dental Assistant	
* Medical Assistant	
Golden State Business College, Inc.	Phone: (559) 733-4040
Mailing/Street Address:	
3238 S. Fairway	
Visalia, CA 93277	
Available Programs:	
* Administrative Assistant/Secretarial Science	
* Business Computer Facilities Operator	
* Computer and Information Sciences	
* Administrative Assistant/Secretarial Science	
Hair Interns School of Cosmetology	Phone: (559) 441-1795
Mailing/Street Address:	Fax: (559) 264-2069
1522 Fulton Street	
Fresno, CA 93721	
Available Programs:	
* Cosmetologist	
* Cosmetic Services	

Hanford Adult School	Phone: (559) 583-0856
Mailing/Street Address:	Fax: (559) 583-1648
905 North Campus Drive	
Hanford, CA. 93230	
Available Programs:	
* Practical Nurse (L.P.N. Training)	
* Nurse Assistant/Aide	
* Administrative Assistant/Secretarial Science	
Heald College	Phone: (559) 438-4222
Mailing/Street Address:	Fax: (559) 438-6368
255 West Bullard	
Fresno, CA 93704	
Available Programs:	
* Data Processing Technician	
* Administrative Assistant/Secretarial Science	
* Accounting Technician	
* Legal Administrative Assistant/Secretary	
* Medical Administrative Assistant/Secretary	
Hi Tech Vocational Institute	Phone: (559) 276-2886
Mailing/Street Address:	Fax: (559) 276-3201
2478 North Marks	
Fresno, CA. 93722	
Available Programs:	
* Auto/Automotive Mechanic/Technician	
* General Office/Clerical and Typing Services	
* Custodial, Housekeeping and Home Services Workers and Manager	
* Building/Property Maintenance and Manager	
* Accounting Technician	
* Data Processing Technician	

Kings Regional Occupational Program (ROP)	Phone: (559) 582-2823
Mailing/Street Address: 1400 W. Lacey Blvd. Hanford, CA 93230	
Available Programs:	
* Auto/Automotive Mechanic/Technician	
* Agricultural Mechanization, General	
* Institutional Food Workers and Administrators, General	
* General Office/Clerical and Typing Services	
* Custodian/Caretaker	
* Nurse Assistant/Aide	
Lawrence and Co. College of Beauty	Phone: (559) 584-1192
Mailing/Street Address: 810 N. 10th Avenue Hanford, CA 93230	
Available Programs:	
* Cosmetologist	
Lyle's College of Beauty	Phone: (559) 222-6060
Mailing/Street Address: 3125 West Shaw Avenue Fresno, CA 93722	Fax: (559) 221-1039
Other Locations: 6735 North First Street, Suite 112 Fresno, CA 93710	Phone: (559) 431-6060 Fax: (559) 432-7595
Available Programs:	
* Cosmetologist	
Manchester College of Beauty	Phone: (559) 224-4242
Mailing/Street Address: 3756 North Blackstone Avenue Fresno, CA 93726	Fax: (559) 224-0754
Available Programs:	
* Cosmetologist	

Management Training/Marketing Association (MTMA) Schools Inc.	Phone: (559) 268-0938
Mailing/Street Address: 1313 P Street, Suite 205 Fresno, CA. 93721	Fax: (559) 268-0558
Available Programs:	
* Enterprise Management and Operation, General	
* General Selling Skills and Sales Operations	
Moler Barber College	Phone: (559) 585-4030
Mailing/Street Address: 1880 Tulare Street Fresno, CA 93721	Fax: (559) 485-2755
Available Programs:	
* Barber/Hairstylist	
* Cosmetologist	
Microcomputer Education Center	Phone: (559) 456-0623
Mailing/Street Address: 2002 North Gateway Blvd. Fresno, CA. 93727	Fax: (559) 456-0188
Available Programs:	
* General Office/Clerical and Typist Services	
* Accounting Technician	
* Bookkeeping, Accounting and Auditing Clerks, Including Bookkeepers	
Police Science Institute	(559) 266-3173
Mailing/Street Address: 2150 Tulare St. Fresno, CA 93721	Fax (559) 266-3421
Available Programs:	
* Truck, Bus and Other Commercial Vehicle Operator	
* Law Enforcement/Police Science	

Quality College Of Health Care Careers Phone: (559) 497-5050
 Mailing/Street Address: Fax: (559) 264-4454
 1570 North Wishon
 Fresno, CA. 93728

Other locations:
 2150 Tulare St. Phone: (559) 266-3173
 Fresno, CA. 93721 Fax: (559) 266-3421

Available Programs:

- * Truck, Bus and Other Commercial Vehicle Operator
- * Home Health Aide
- * Custodian/Caretaker
- * Health and Medical Assistants
- * Accounting Technician

San Joaquin Valley College Phone: (559) 448-8282
Fresno Mailing/Street Address: Fax: (559) 243-2160
 295 E. Sierra Avenue
 Fresno, CA 93710

Other locations:
 8400 West Mineral King Avenue Phone: (559) 651-2500
 Visalia, CA. 932919283 Fax: (559) 651-0574

Available Programs:

- * Heating, Air Conditioning, and Refrigeration Mechanics and Installers
- * Home Health Aides
- * Dental Assistant
- * Nurse Assistant/Aide
- * Business Administration and Management
- * Office Supervision and Management
- * Medical Assistant
- * Law and Legal Studies
- * Health and Medical Assistants
- * Business, General
- * Computer and Information Sciences

Sierra Valley Business College (559) 222-0947
 Mailing/Street Address: Fax: (559) 222-2973
 4747 North First Street, Building D
 Fresno, CA. 93726

Available Programs:

- * Administration Assistant/Secretarial Science
- * Administrative and Secretarial Services
- * Medical Administrative Assistant/Secretary

Summerville High School Regional Occupational Program Phone: (559) 928-4228
 Mailing/Street Address: Fax: (559) 928-1422
 17555 Tuolumne Road
 Tulare, CA. 95379

Available Programs:

- * Auto/Automotive Mechanic/Technician
- * Culinary Arts/Chef Training
- * General Office/Clerical and Typing Services

Truck Driving Academy- Fresno Phone: (559) 233-4700
 Mailing/Street Address: Fax: (559) 266-0747
 2757 South Golden State Blvd.
 Fresno, CA 93725

Available Programs:

- * Truck, Bus and Other Commercial Vehicle Operator

Tulare County Organization for Vocational Education (TCOVE)Phone: (559) 688-0571
Fax: (559) 688-5913Mailing/Street Address:
4136 North Mooney Boulevard
Tulare, CA. 93274-1199**Available Programs:**

- * Auto/Automotive Mechanic/Technician
- * Truck, Bus and Other Commercial Vehicle Operator
- * General Marketing Operations
- * Financial Services Marketing Operations
- * Agricultural Mechanization, General
- * Administrative Assistant/Secretarial Science, General
- * Food Products Retailing and Wholesaling Operations
- * Heating, Air Conditioning and Refrigeration Mechanic and Repairer
- * Home Health Aide

TCOVE Cont.

- * Custodial, Housekeeping and Home Services Workers and Managers
- * Health Aide
- * Horticulture Services Operations and Management
- * Law Enforcement/Police Science
- * Administrative Assistant/Secretarial Science, General
- * Legal Administrative Assistant/Secretary
- * Truck, Bus and Other Commercial Vehicle Operator

University Of PhoenixPhone: (559) 243-2149
Fax: (559) 243-2160Mailing/Street Address:
1314 E. Shaw Ave
Fresno, CA. 93710**Available Programs:**

- * Management Information Systems and Business Data Processing, General
- * Nursing
- * Information Sciences and Systems

Valley Software EducationalPhone: (559) 437-9825
Fax: (559) 437-9643Mailing/Street Address:
1702 E. Bullard, Suite 103b
Fresno, CA 93170-5800**Available Programs:**

- * Medical Assistant
- * Accounting Technician

Visalia Adult SchoolPhone: (559) 730-7655
Fax: (559) 635-0372Mailing/Street Address:
3110 E. Houston
Visalia, CA 93292**Available Programs:**

- * Auto/Automotive Body Repairer
- * Nurse Assistant/Aide
- * Medical Administrative Assistant/Secretary
- * Computer and Information Sciences, General

West Hills CollegePhone: (559) 935-0801
Fax: (559) 935-5655Mailing/Street Address:
300 West Cherry Lane
Coalinga, CA. 93210-1399**Available Programs:**

- * Diesel Engine Mechanic and Repairer
- * Agricultural Mechanization
- * General Office/Clerical and Typing Services
- * Business Administration and Management, General
- * Administrative Assistant/Secretarial Science
- * Legal Administrative Assistant/Secretary
- * Medical Administrative Assistant/Secretary
- * Truck, Bus and Other Commercial Vehicle Operator

Occupations and Associated Schools

The following is an alphabetical listing of occupations contained in this publication, along with a listing of schools which offer training in that occupation.

Assemblers and Fabricators - Except Machine, Electrical, Electronic, and Precision - OES 939560

No known schools which train for this occupation within Kings, Tulare and Fresno counties.

Automotive Body and Related Repairers - OES 853050

- Fresno City College
- Fresno Regional Occupational Program
- Fresno City College Vocational Training Center
- Tulare County Organization for Vocational Education (TCOVE)
- Visalia Adult School

Automotive Mechanics - OES 853020

- Fresno Adult School
- Fresno City College Vocational Training Center
- Hi Tech Vocational Institute
- Kings Regional Occupational Program (ROP)
- Summerville High School Regional Occupational Program
- California Technical Training Tulare
- Tulare County Organization for Vocational Education (TCOVE)
- College of the Sequoias

Bill and Account Collectors - OES 535080

- College of the Sequoias

Bus and Truck Mechanics and Diesel Engine Specialists - OES 853110

- West Hills College
- Fresno City College

Bus Drivers - School - OES 971110

- West Hills College
- Fresno City College
- Western Pacific Truck School
- Truck Driving Academy - Fresno
- Quality College of Health Care Careers
- Police Science Institute
- Tulare County Organization for Vocational Education (TCOVE)
- Advanced Truck Driving School

Butchers and Meat Cutters - OES 650230

- Fresno City College

Cannery Workers - OES 939350

No known schools which train for this occupation within Kings, Tulare and Fresno counties.

Carpenters - OES 871020

- Fresno City College
- College of the Sequoias

Cashiers - OES 490230

- Tulare County Organization for Vocational Education (TCOVE)
- Fresno Regional Occupational Program
- California Technical Education Fresno, Inc.

Cooks - Restaurant - OES 650260

- Summerville High School Regional Occupational Program

Dairy Farm Workers - OES 410684

No known schools which train for this occupation within Kings, Tulare and Fresno counties.

Dental Assistants - OES 660020

- Fresno City College
- Galen College of Medical and Dental Assistants
- San Joaquin Valley College

Dental Hygienists - OES 329080

- Fresno City College
- San Joaquin Valley College

Electricians - OES 872020

- Fresno City College

Farm Equipment Mechanics - OES 853210

- West Hills College
 - Fresno City College
 - Kings County Regional Occupational Program (ROP)
- Tulare County Organization for Vocational Education (TCOVE)

File Clerks - OES 553210

- West Hills College
- Fresno Adult School
- Fresno City College
- Fresno Regional Occupational Program
- Fresno City College Vocational Training Center
- Microcomputer Education Center
- Advanced Computer Training School
- California Technical Education Fresno, Inc.
- Hi Tech Vocational Institute
- Central Adult Education
- Summerville High School Regional Occupational Program
- California Technical Training Tulare
- College of the Sequoias

**First Line Supervisors and Managers/Supervisors
- Sales & Related Occupations** - OES 410020

- Fresno Regional Occupational Program
- California Technical Education Fresno Inc.
- Fresno City College
- West Hills College
- College of the Sequoias
- Tulare County Organization for Vocational Education (TCOVE)

Food Batchmakers - OES 898080

- Kings County Regional Occupational Program (ROP)
- Tulare County Organization for Vocational Education (TCOVE)

Food Service Managers - OES 150261

No known schools which train for this occupation within Kings, Tulare and Fresno counties.

Gardeners/Groundskeepers - OES 790300

- College of the Sequoias
- California State University, Fresno

General Managers and Top Executives - OES 190050

- West Hills College
- California State University, Fresno
- Fresno City College
- Fresno Pacific College
- San Joaquin Valley College
- University of Phoenix
- College of the Sequoias

General Office Clerks - OES 553470

- West Hills College
- Fresno Adult School
- Fresno City College
- Fresno Regional Occupational Program
- Microcomputer Education Center
- Advanced Computer Training School
- California Technical Education Fresno, Inc.
- Central Adult Education
- Kings Regional Occupational Program (ROP)
- Summerville High School Regional Occupational Program
- California Technical Training, Tulare
- College of the Sequoias

Hairdressers, Hairstylists and Cosmetologists - OES 680050

- Fresno City College
- Moler Barber College
- Federico Colleges
- Manchester College of Beauty
- Lawrence College of Beauty
- Hair Interns School of Cosmetology
- Lyle's College of Beauty

Hand Packers and Packagers - OES 989020

No known schools which train for this occupation within Kings, Tulare and Fresno counties.

Heating, Air Conditioning, and Refrigeration Mechanics and Installers - OES 859020

- Fresno City College
- San Joaquin Valley College
- Tulare County Organization for Vocational Education (TCOVE)

Home Health Aides - OES 660110

- Fresno Adult School
- Quality College of Health Care Careers
- Tulare County Organization for Vocational Education (TCOVE)
- San Joaquin Valley College

Human Service Workers - OES 273080

No known schools which train for this occupation within Kings, Tulare and Fresno counties.

Instructional Aides - OES 315211

- Fresno City College
- West Hills College
- College of the Sequoias
- Community Services & Employment Training, Inc. (CSET)

Janitors and Cleaners, Except Maids and Housekeeping Cleaners - OES 670050

- California Technical Education Fresno, Inc.
- Hi Tech Vocational Institute
- Central Valley Training Center
- Tulare County Organization for Vocational Education (TCOVE)
- Fresno Adult School
- Quality College of Health Care Careers
- Kings County Regional Occupational Program (ROP)

Kindergarten Teachers - OES 313022

No known schools which train for this occupation within Kings, Tulare and Fresno counties.

Licensed Vocational Nurses - OES 325050

- Fresno City College
- Hanford Adult School
- College of the Sequoias

Maids and Housekeeping Cleaners - OES 670020

- California Technical Education Fresno, Inc.
- Hi Tech Vocational Institute
- Central Valley Training Center
- Tulare County Organization for Vocational Education (TCOVE)

Maintenance Repairers - General Utility - OES 851320

- Management Training/Marketing Association (MTMA) Schools
- Fresno City College
- Hi Tech Vocational Institute

Medical Assistants - OES 660050

- Fresno Regional Occupational Program
- San Joaquin Valley College
- Quality College of Health Care Careers
- Galen College of Medical and Dental Assistants
- Fresno City College
- Valley Software Educational

Nurse Aides - OES 660080

- Fresno Adult School
- Fresno Regional Occupational Program
- Beverly Enterprises
- Hanford Adult School
- Kings Regional Occupational Program (ROP)
- Tulare Adult School
- Quality College of Health Care Careers
- Tulare County Organization for Vocational Education (TCOVE)
- San Joaquin Valley College

Nursery Workers - OES 660080

- Tulare County Organization for Vocational Education (TCOVE)
- College of the Sequoias
- California State University, Fresno

Painters, Paperhangers - Construction and Maintenance - OES 874020

- Fresno City College

Payroll and Timekeeping Clerks - OES 553410

- Fresno Adult School
- Fresno City College Vocational Training Center
- Microcomputer Education Center
- Advanced Computer Training School
- California Technical Education Fresno, Inc.
- Hi Tech Vocational Institute
- Quality College of Health Care Careers
- Valley Software Educational
- Heald College

Personnel, Training and Labor Relations Specialists - OES 215110

- California State University, Fresno
- Fresno City College
- Chapman University

Pharmacists - OES 325170

No known schools which train for this occupation within Kings, Tulare and Fresno counties.

Pharmacy Technicians - OES 325181

No known schools which train for this occupation within Kings, Tulare and Fresno counties.

Police Patrol Officers - OES 630140

- Fresno City College
- Police Science Institute
- Tulare County Organization for Vocational Education (TCOVE)

Preschool Teachers - OES 313021

No known schools which train for this occupation within Kings, Tulare and Fresno counties.

Receptionists and Information Clerks - OES 553050

- Fresno City College
- Tulare County Organization for Vocational Education (TCOVE)
- West Hills College
- Fresno Adult School
- Fresno Regional Occupational Program
- Fresno City College Vocational Training Center
- Microcomputer Education Center
- Advanced Computer Training School
- California Technical Education Fresno, Inc.

Receptionists and Information Clerks Cont.

- Hi Tech Vocational Institute
- Central Adult Education
- Kings County Regional Occupational Program (ROP)
- Summerville High School Regional Occupational Program
- California Technical Training, Tulare
- College of the Sequoias

Recreation Workers - OES 273110

- California State University, Fresno

Registered Nurses - OES 325020

- California State University, Fresno
- California State University, Fresno - Division of Extended Education
- Fresno City College
- University of Phoenix
- Visalia Adult School
- San Joaquin Valley College

Salespersons - Retail (Except Vehicle Sales) - OES 490112

- Fresno Regional Occupational Program
- California Technical Education Fresno, Inc.
- Tulare County Organization for Vocational Education (TCOVE)
- Fresno Regional Occupational Program
- California Technical Education Fresno, Inc.

Secretaries, Except Legal and Medical - OES 551080

- West Hills College
- Fresno City College
- Sierra Valley Business College
- Fresno City College Vocational Training Center
- Fresno Institute of Technology
- Central Adult Education
- Community Trade and Technical Institute
- Heald College

Secretaries, Except Legal and Medical Cont.

- Hanford Adult School
- Kings County Regional Occupational Program (ROP)
- Tulare Adult School
- Tulare County Organization for Vocational Education (TCOVE)
- San Joaquin Valley College
- Galen College of Medical and Dental Assistants
- College of the Sequoias
- Golden State Business College
- Sierra Valley Business College
- Proteus, Inc.

Secretaries, Legal - OES 551020

- West Hills College
- Fresno City College
- Fresno Regional Occupational Program
- Heald College
- Tulare County Organization for Vocational Education (TCOVE)
- San Joaquin Valley College

Secretaries, Medical - OES 551050

- Fresno Regional Occupational Program
- San Joaquin Valley College
- Fresno City College
- West Hills College
- Fresno Adult School
- Sierra Valley Business College
- Fresno Institute of Technology
- Heald College
- Visalia Adult School

Stock Clerks - Stockroom, Warehouse, Storage Yard - OES 580230

- Fresno City College
- Sierra Valley Business College
- San Joaquin Valley College
- Golden State Business College
- Proteus, Inc.

Systems Analysts - Electronic Data Processing - OES 251020

- Fresno Adult School
- California State University, Fresno
- San Joaquin Valley College
- Tulare Adult School
- Visalia Adult School
- Golden State Business College
- Proteus, Inc.
- Microcomputer Education Center
- Chapman University
- University of Phoenix

Teachers - Secondary School - OES 313080

- Chapman University
- California State University, Fresno

Teachers - Special Education - OES 313110

- California State University, Fresno
- Fresno City College

Tire Repairers and Changers - OES 859530

No known schools which train for this occupation within Kings, Tulare and Fresno counties.

Traffic, Shipping, and Receiving Clerks - OES 580280

- Fresno City College
- Sierra Valley Business College
- San Joaquin Valley College
- Golden State Business College
- Proteus, Inc.

Truck Drivers - Heavy or Tractor Trailer - OES 971020

- West Hills College
- Fresno City College
- Western Pacific Truck School
- Truck Driving Academy
- Quality College of Health Care Careers
- Tulare County Organization for Vocational Education (TCOVE)
- Advanced Truck Driving School

Truck Drivers, Light - Including Delivery and Route Workers - OES 971050

- West Hills College
- Fresno City College
- Western Pacific Truck School
- Truck Driving Academy
- Quality College of Health Care Careers
- Police Science Institute
- Tulare County Organization for Vocational Education (TCOVE)
- Advanced Truck Driving School

APPENDIX

Research Methods

The Kings County Occupational Outlook is the product of a combined effort between the LMID and JTO. Each partner has a specific role that makes this report possible. LMID provides the technical support, while JTO gathers, analyzes, produces and disseminates the information to the community. This section will describe the processes used in the project. For more specific information, please call the Kings County Job Training Office at (559) 582-9213.

The CCOIS annual program cycle is as follows:

1. Twenty occupations are selected for study;
2. Survey samples are designed;
3. Survey questionnaires are prepared for each occupation;
4. Extensive surveys are conducted with local employers;
5. Data is reviewed, coded and keyed into a CCOIS database;
6. Tabulations are developed and analyzed;
7. Outlook reports are prepared, reviewed, and printed; and
8. Reports are disseminated to customers in the community and throughout California and beyond.

Occupation Selection and Definition

There is a variety of criteria used to help select the occupations to be surveyed. The primary objective is to survey occupations which are of the greatest interest to the users (and potential users) in the community within the limitations of a standardized research program.

The following criteria were used by the Kings County Job Training Office to help prioritize occupations to be studied:

1. The occupation should be adequately defined by the Occupational Employment Statistics (OES) classification system;
2. The occupation should have a substantial local employment base;
3. There should be a substantial number of projected local job openings;
4. The potential salary level should be adequate so as to avoid the need for public assistance;
5. The occupation should require at least some postsecondary education or training;
6. The occupation should be of interest to local program planners or training providers; and
7. The occupations should vary enough so that the same employers aren't overburdened with multiple survey requests.

Unless otherwise noted, the survey occupations are defined using the Occupational Employment Statistics (OES) dictionary published by the US Department of Labor. Although there are exceptions, OES-defined occupations are usually the best choices for employer surveys, as they are sufficiently broad without being too vague in their descriptions. Using the OES classifications has another important benefit, it is the classification system used by the Employment Development Department, Labor Market Information Division to produce Projections of Employment (occupational estimates of size, growth and separations).

In some cases, potential survey occupations lack an adequate OES classification. If there is substantial user interest in the occupation, the Job Training Office can use a classification from the Dictionary of Occupational Titles (DOT) published by the US Department of Labor. Although research methods remain largely the same, these are called "non-OES surveys". Size and growth estimates are not generally as accurate as with "non-OES surveys" as they are with standard OES-defined surveys.

Survey Sample Selection and Design

After the survey occupations are selected, an employer sample is developed for each occupation. Since the entire universe is not surveyed, a considerable amount of time is invested to ensure that the survey samples are representative of the labor market. For CCOIS occupational studies, a survey sample is a listing of local employers that reflect all major employing industries for the survey occupation. In addition, the number of employees for each employer is considered to ensure the sample represents employers most likely to provide future employment. For some occupations, this means that the largest employers will be surveyed more often than smaller employers. For other occupations, smaller employers may be more appropriate.

Initially, the survey samples are selected by State Labor Market Information Division staff, using detailed databases on employers, and standard occupational staffing patterns. The initial sample of employers for each of the survey occupations is then carefully reviewed by JTO staff. After review, a sample of at least 40 employers per occupation (or as many as can be found, if less than 40) are selected to survey.

Questionnaire Development

Employer survey questionnaires are prepared for each surveyed occupation using a standardized list of questions (see sample questionnaire), including a skills survey.

Employer Survey Procedures

Employer representatives are identified and contacted by telephone to determine their willingness to participate in the survey. Employers are assured that any information they provide will be kept strictly confidential, and that any information published will be prepared in summary form to preserve anonymity. Survey

respondents are generally responsible for the hiring of personnel in the survey occupation. The Job Training Office must meet or exceed industry and employment response goals to ensure that the data is adequately representative.

Data Entry, Tabulation and Summary

Coded survey responses are entered into the CCOIS database and basic data tabulations are prepared by both LMID and the Job Training Office. From those tabulations, the data is analyzed and draft occupational outlook profiles are prepared by the Job Training Office. The draft profiles and other report materials are then reviewed and approved by LMID Analysts whereupon the Occupational Outlook Report is printed and disseminated to local users.

Sample Questionnaire

A sample of the survey instrument is included on the following pages.



Please return completed questionnaire to:

Job Training Office

Kings County Government Center

Hanford, CA 93230

Phone: (559)-582-9213

Fax: (559)-582-8947

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

NAME: _____

POSITION: _____

PHONE: _____ FAX: _____

Please complete this questionnaire for the occupation described below. If you have multiple locations, please confine your answers to locations in Kings County. Please call the number above if you have questions.

OES Title _____ **OES Description** _____

Common Job Titles Include:

1. What job titles do you use for these duties? 005

2. How many employees do you currently have in this occupation?

010

How many of these fall within each of the following categories, and how many hours per week do they work, on average?

	NUMBER OF EMPLOYEES	AVERAGE WEEKLY HOURS
Regular, Full Time:	<input type="text"/> 590	<input type="text"/> 591
Regular, Part Time:	<input type="text"/> 650	<input type="text"/> 651
Temporary Or On-Call:	<input type="text"/> 630	<input type="text"/> 631
Seasonal:	<input type="text"/> 610	<input type="text"/> 611

3. Of the people you have hired into this occupation over the last 12

months, how many were hired to fill:

vacancies resulting from promotions within your firm?

vacancies resulting from people in permanent positions leaving your firm?

new permanent positions resulting from growth?

temporary or seasonal positions?

031

032

030

033

4. Of the employees you currently have in this occupation, how many are:

MALE?

060

FEMALE?

061

151.

5. During the last year, did your firm's employment in this occupation:

(Please Check One)

DECLINE ☐ 480 3 REMAIN STABLE ☐ 480 2 GROW ☐ 480 1

Why?

6. Over the next three years, do you expect your firm's employment in this

occupation to: (Please Check One)

DECLINE ☐ 740 3 REMAIN STABLE ☐ 740 2 GROW ☐ 740 1

Why?

7. Are your employees in this occupation members of a union? (Please

Check One)

YES ☐ 300 1

NO ☐ 300 2

8. For the people you hire into this occupation, is previous experience

required? (Please Check One)

NEVER ☐ 390 4 SOMETIMES ☐ 390 3 USUALLY ☐ 390 2 ALWAYS ☐ 390

9. If you require previous experience, what jobs can it be in and how many months of experience meet your qualifications?

_____ 414	_____ 416	_____ 415	_____ 417
Job Title	Months of Experience	Job Title	Months of Experience

10. How difficult is it to find **fully experienced and qualified** applicants?

(Please Check One)

NOT DIFFICULT ☐ 721 1 A LITTLE DIFFICULT ☐ 721 2

SOMEWHAT DIFFICULT ☐ 721 3 VERY DIFFICULT ☐ 721 4

11. If you ever hire **inexperienced** applicants (trained or untrained), how

difficult is it to find applicants who meet your hiring standards?

(Please Check One) NOT DIFFICULT ☐ 731 1 A LITTLE DIFFICULT ☐ 731 2

SOMEWHAT DIFFICULT ☐ 731 3 VERY DIFFICULT ☐ 731 4

12. Is training acceptable as a substitute for experience?(Please Check One)

NEVER ☐ 391 4 SOMETIMES ☐ 391 3 USUALLY ☐ 391 2 ALWAYS ☐ 391 1

152.

13. If training or certification is required prior to employment, please describe what is needed and how much.

_____¹⁵³ _____¹⁵⁶
Training or Certification Needed Months of Training

14. What level of formal education do **most** of your recently hired employees in this occupation have? (Please Check One)

LESS THAN HIGH SCHOOL ☐ ¹⁴⁰ ASSOCIATE (2 YEAR) DEGREE ☐ ¹⁴²
HIGH SCHOOL OR EQUIVALENT ☐ ¹⁴¹ BACHELOR (4 YEAR) DEGREE ☐ ¹⁴⁴
SOME COLLEGE, BUT NO DEGREE ☐ ¹⁵⁷ GRADUATE STUDY ☐ ¹⁵⁸

15. What type of computer software skills, if any, do you seek in applicants for this occupation? (Please Check All That Apply)

WORD PROCESSING ☐ ⁰⁵⁰ SPREADSHEET ☐ ⁰⁵¹ DATABASE ☐ ⁰⁵²
DESKTOP PUBLISHING ☐ ⁰⁵³

Other (Please Specify): _____⁰⁵⁴ _____⁰⁵⁵

16. Over the next three years, what new skills are needed to perform the duties of this occupation and what skills are becoming obsolete?

NEW SKILLS	OBSOLETE SKILLS:
_____ ⁴⁶⁰	_____ ⁴⁶²
_____ ⁴⁶¹	_____ ⁴⁶³

17. What is the usual income earned by your employees in this occupation at the following levels of skill and experience?
(Please separate the base wage or salary from tips and commissions, if applicable.)

BASE WAGE OR SALARY TIPS OR COMMISSIONS

New Hires With No Experience

(Trained or Untrained): \$ _____ ⁵⁵⁰ \$ _____ ⁵⁵³

New Hires Who Are Experienced: \$ _____ ⁵⁵¹ \$ _____ ⁵⁵⁴

Experienced Employees After

Three Years With Your Firm: \$ _____ ⁵⁵² \$ _____ ⁵⁵⁵

Per: Please Check One) HOUR ☐ ⁵⁵⁶ H WEEK ☐ ⁵⁵⁶ W HOUR ☐ ⁵⁵⁷ H WEEK ☐ ⁵⁵⁷ W
MONTH ☐ ⁵⁵⁶ M YEAR ☐ ⁵⁵⁶ A MONTH ☐ ⁵⁵⁷ M YEAR ☐ ⁵⁵⁷ A

Other: _____ ☐ ⁵⁵⁶ 0

_____ ☐ ⁵⁵⁷ 0

153.

18. Does your firm offer benefits to employees in this occupation?

(Please Check One) YES ☐ ⁵⁸⁹ 1 NO ☐ ⁵⁸⁹ 2

If yes, please specify: (Check All That Apply)

	FULL-TIME	PART-TIME
MEDICAL INSURANCE	<input type="checkbox"/> ⁵⁷³	<input type="checkbox"/> ⁵⁸³
PAID SICK LEAVE	<input type="checkbox"/> ⁵⁷¹	<input type="checkbox"/> ⁵⁸¹
DENTAL INSURANCE	<input type="checkbox"/> ⁵⁷⁴	<input type="checkbox"/> ⁵⁸⁴
PAID VACATION	<input type="checkbox"/> ⁵⁷⁰	<input type="checkbox"/> ⁵⁸⁰
VISION INSURANCE	<input type="checkbox"/> ⁵⁷⁵	<input type="checkbox"/> ⁵⁸⁵
RETIREMENT PLAN	<input type="checkbox"/> ⁵⁷²	<input type="checkbox"/> ⁵⁸²
LIFE INSURANCE	<input type="checkbox"/> ⁵⁷⁶	<input type="checkbox"/> ⁵⁸⁶
CHILD CARE	<input type="checkbox"/> ⁵⁷⁷	<input type="checkbox"/> ⁵⁸⁷

Other (Please Specify):

_____ ⁵⁷⁸

19. Do you ever promote employees from this occupation to a higher level position? (Please Check One) YES ☐ ⁵¹⁴ 1 NO ☐ ⁵¹⁴ 2

If yes, please specify:

_____ ⁵¹⁰

20. When you recruit employees for this occupation, which of the following methods do you **primarily** use? (Check All That Apply)

EMPLOYEES' REFERRALS ☐ ³⁷¹ PUBLIC SCHOOL OR PROGRAM REFERRALS ☐ ³⁷⁶
RECRUIT VIA NEWSPAPER ADS ☐ ³⁷² PRIVATE SCHOOL REFERRALS ☐ ³⁷⁷
PRIVATE EMPLOYMENT AGENCIES ☐ ³⁷³ EMPLOYMENT DEVELOPMENT DEPT. ☐ ³⁷⁴
HIRE UNSOLICITED APPLICANTS ☐ ³⁷⁹ UNION HALL REFERRALS ☐ ³⁷⁸
IN-HOUSE PROMOTION OR TRANSFER ☐ ³⁷⁰

OTHER (Please Specify): _____ ³⁸⁰

154.

21. The following is a list of skills, physical abilities, and other qualifications that may or may not be important for **job entry** into this occupation. Please indicate for each qualification whether it is "not important," somewhat important," or "very important."

BASIC SKILLS:	NOT IMPORTANT	SOMEWHAT IMPORTANT	VERY IMPORTANT
English grammar and spelling skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to perform basic mathematical calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work as part of a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to perform routine, repetitive work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHYSICAL ABILITIES:	NOT IMPORTANT	SOMEWHAT IMPORTANT	VERY IMPORTANT
Ability to pass a pre-employment medical exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lift at least 10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lift at least 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lift at least 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to do strenuous, physically demanding work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to sit continuously for 2 or more hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to stand continuously for 2 or more hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FLEXIBILITY:	NOT IMPORTANT	SOMEWHAT IMPORTANT	VERY IMPORTANT
Willingness to work nights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work part-time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work on-call	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work temporary or seasonal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to participate in drug testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER QUALIFICATIONS:	NOT IMPORTANT	SOMEWHAT IMPORTANT	VERY IMPORTANT
Multi-cultural familiarity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Record keeping skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational and time management skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention to detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to plan and organize the work of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to handle crisis situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trained in CPR and first aid techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Possess good DMV driving record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

22. Considering your most recent hires for this occupation, please note any qualifications that seem to be in short supply.

Additional Comments:

TOP TEN OCCUPATIONAL INFORMATION RESOURCES

Projection and Planning Information

PPI's are annual reports that include geographic and industry profiles, population and labor force statistics, industry trends and outlook and occupational data. Separate PPIs are published for California, most of its 58 counties, and for each Metropolitan Statistical Area. PPIs are produced by the Labor Market Information Division of the California Employment Development Department. Call LMID at (916) 262-2162.

California Occupational Guides

The Guides are statewide profiles of specific occupations. Each of the roughly 250 guides available describe an occupation or occupational field and include sections on working conditions, employment outlook, wages, hours & benefits, entrance requirements, advancement, tips on finding employment and additional information. A complete set of Guides also includes a section on emerging occupations. The Guides are produced by the Labor Market Information Division of the California Employment Development Department. Orders should be faxed on your organization's letterhead to: Occupational Research Unit, (916) 262-2443. An electronic version entitled *Occupational Profiles* is also available; call (916) 262-2162 for information on how to obtain a copy.

California Occupational Guide Wage Supplement

The *Wage Supplement* is a report that includes local wage data for specific occupations from recently published CCOIS Occupational Outlook Reports. The Wage Supplement is available at no charge and is produced by the Labor Market Information Division of the California Employment Development Department. Call the Occupational Research Unit at (916) 262-2162.

Career Guide to Industries

The *Career Guide to Industries* is a companion to the Occupational Outlook Handbook. It provides career information on more than 40 diverse industries, which together, account for approximately 75 percent of all jobs. For each industry covered, sections include the nature of the industry, its employment and working conditions, including occupational information, training, advancement, earnings, benefits and outlook. The Career Guide to Industries costs approximately \$18, and is produced by the US Department of Labor, Bureau of Labor Statistics. Order from US Government Bookstores. Call (213) 239-9844 or (415) 512-2770.

Dictionary of Occupational Titles

The DOT is a comprehensive and standardized national occupational classification system. Last revised in 1991, the Fourth Edition of the DOT includes two volumes with a total of 1400 pages describing more than 12,000 occupations. Each numeric

DOT code (or classification) reveals the level of skills required to work with data, people, and things. Occupational descriptions outline the major task elements of the job. Also included are alternate job titles and work characteristics such as physical requirements, General Education Development (GED), and Specific Vocational Preparation (SVP) time required. The DOT costs approximately \$40 for soft cover or \$50 for hard cover and is produced by the US Department of Labor, Employment and Training Administration. Order from US Government Bookstores (213) 239-9844 or (415) 512-2770 or from JIST Works, Inc. (800) 648-JIST.

California License Handbook

The Digest includes information on approximately 100 occupations regulated by various State agencies. The Digest includes the addresses and telephone numbers of the licensing agencies to facilitate up-to-date information on licensing requirements. The Digest is updated annually and is available at no charge from the Employment Development Department's Labor Market Information Division. Call the Occupational Research Unit at (916) 262-2162.

Occupational Outlook Handbook

The OOH includes nationwide profiles of about 250 occupations (or fields) which covers approximately 85 percent of all jobs. Information includes the nature of the work, working conditions, employment, training and other qualifications, advancement, job outlook, earnings and related occupations. The OOH is updated every two years and costs approximately \$44 for soft cover or \$46 for hard cover. It is produced by the US Department of Labor, Bureau of Labor Statistics. Order from US Government Bookstores (213) 239-9844 or (415) 512-2770 or from JIST Works, Inc. (800) 648-JIST.

Occupational Outlook Quarterly

The Quarterly is a magazine companion to the Occupational Outlook Handbook. Typically, each edition will have four to six articles, with each article focusing on an occupation, industry, or other labor market topic. The Quarterly also features summary articles and charts on the latest labor market statistics, including occupational projections and job outlook. A two year subscription costs approximately \$10. The Quarterly is published by the US Department of Labor, Bureau of Labor Statistics. Order from US Government Bookstores (213) 239-9844 or (415) 512-2770.

Occupational Outlook Reports

Occupational Outlook Reports include local profiles of occupations selected for study through the California Cooperative Occupational Information System (CCOIS). Information includes the nature of the work, projections of size, growth

and separations, supply-demand assessment, training, experience and other requirements, employer recruitment methods and earnings and benefits. The CCOIS

is a partnership program between state and local agencies. It is coordinated at the state level by the Labor Market Information Division of the California Employment Development Department with policy advice from the California Occupational Information Coordinating Committee. Local CCOIS agencies conduct extensive research on specific occupations and publish the annual reports. As of 1996, the CCOIS became a statewide program with local project sites throughout the state.

Training Directories

Training Directories are also products of the California Cooperative Occupational Information System (CCOIS), and are produced by most of the local CCOIS agencies. Training Directories generally contain the names, addresses, and phone numbers of local (or regional) training providers, and a listing of their programs offered. Many directories provide additional information, such as program cost and length, as well as information on available services. Some training directories are incorporated into the Occupational Outlook Report, while others are available as separate publications.

Area Profile - Kings County

Situated in the heart of California's rich San Joaquin Valley, Kings County covers a triangle-shaped area measuring 1,396 square miles or 918,790 acres, and ranks thirty-fourth in size among the state's 58 counties.

Bounded on the north by the agriculturally rich Kings River and the petroleum-rich Kettleman Hills to the southwest, Kings County is mainly level farmland traversed by the California Aqueduct and a number of other irrigation waterways. Winters are relatively mild. The growing season is over 257 days a year and is characterized by a hot midsummer sun. Kings County is bounded on the north, east, and south by the nation's top three agricultural counties--Fresno, Tulare, and Kern. Kings County also shares a boundary line with Monterey County, touching in the mountainous Diablo Range southwest of the Kettleman Hills.

Agriculture and related industries dominate Kings County's economy, as they have since the county's incorporation in 1893. Cotton is the number one agricultural commodity in Kings County, followed by production of market milk. Government is a significant employer, with the Naval Air Station in Lemoore and three state prisons within Kings County's border.

Kings County rail transportation is served by a line of the Santa Fe Railway/Burlington Northern and a branch line of the Union Pacific Railroad. Interstate Highway 5 and State Highway 198 are major thoroughfares crossing the county and are connected to State Routes 41 and 43 as well as a network of county roads. Airports serving non-jet aircraft are located near the County's four incorporated cities: the county seat of Hanford, and the cities of Avenal, Corcoran, and Lemoore.

Population of Kings County and Selected Cities 1980, 1990, and 1998

Political Subdivisions	1980(a)	1990(b)	1998(c)	Percent change	
				1980 to 1990	1997(c) to 1998(c)
TOTAL	73,738	101,469	122,800	37.6%	5.2%
Avenal	4,137	9,700	12,300	136.2%	0.4%
Corcoran	6,454	13,364	17,400	107.1%	22.1%
Hanford	20,958	30,897	39,700	47.4%	3.5%
Lemoore	8,832	13,622	17,600	54.2%	6.3%
Balance of County	33,357	33,816	35,850	1.4%	1.4%

(a) Census of Population, April 1, 1980

(b) Census of Population, April 1, 1990

(c) California Department of Finance estimates for January 1, 1998.

Parts may not add to total due to independent rounding.

Kings County Wage and Salary Employment by Industry (Data not adjusted for seasonally) Annual averages 1994-1998

Title	1994	1995	1996	1997	1998
Total, All Industries (1)	33,030	33,130	33,670	36,160	35,880
Total Farm	8,260	7,480	9,620	9,380	7,700
Farm Production	5,050	4,740	6,160	4,760	4,400
Farm Services	3,210	2,740	3,460	4,620	3,300
Total Non-Farm	24,770	25,650	26,050	26,780	28,180
Goods Producing	3,730	4,200	4,210	4,460	4,500
Construction & Mining	860	900	930	900	950
Manufacturing	2,870	3,300	3,280	3,570	3,550
Durable Goods	310	310	380	400	400
Nondurable Goods	2,560	2,990	2,900	3,170	3,140
Food & Kindred Products	1,350	1,380	1,610	1,790	1,780
Other Nondurable Goods	1,210	1,610	1,290	1,380	1,370
Service Producing	21,050	21,450	21,840	22,310	23,680
Transportation & Public Utilities	1,040	930	800	770	850
Transportation	600	610	540	490	590
Communications & Public Utilities	440	320	260	290	260
Trade	6,460	6,390	6,470	6,500	6,660
Wholesale Trade	930	880	960	950	1,030
Retail Trade	5,530	5,510	5,510	5,540	5,640
Food Stores	730	790	750	850	820
Eating & Drinking Places	1,870	1,810	1,890	1,890	2,020
Other Retail Trade	2,930	2,910	2,870	2,800	2,800
Finance, Insurance & Real Estate	600	650	630	640	670
Services	4,380	4,520	4,680	4,800	4,990
Hotels & Other Lodging Places	100	80	120	100	130
Health Services	2,100	2,060	2,270	2,220	2,270
Other Services	2,190	2,380	2,300	2,480	2,600
Government	8,570	8,970	9,260	9,600	10,500
Federal Government	1,320	1,400	1,410	1,280	1,150
State & Local Government	7,240	7,570	7,850	8,320	9,350
State Government	2,750	2,800	3,090	3,400	4,140
Local Government	4,490	4,770	4,760	4,910	5,210

Source: Employment Development Department, Labor Market Information Division
March 1998 Benchmark